

AGE/VEHICLE MECHANIC

CLASSIFICATION SUMMARY

Repairs and maintains assigned USAF support equipment. Performs routine and extended maintenance on company owned vehicles and AGE units. Maintains files on all work performed. Corrects vehicle discrepancies found during safety inspections prior to operations of units. Monitors bench stock items and requests items as needed in support of department.

DUTIES AND RESPONSIBILITIES

- A. Inspects, repairs, and maintains assigned support equipment, using the applicable maintenance instructions and related technical data.
- B. Performs corrective maintenance on all company owned vehicles, and AGE equipment.
- C. Detects and treats corrosion.
- D. Enters required data on maintenance forms manual or automated.
- E. Records vehicle condition during annual inspections.
- F. Performs all phases of pump, drive train, engine, and general repairs.
- G. Changes oil and lubricates units on a scheduled basis.
- H. Inventories and maintains bench stock for vehicle maintenance shop.
- I. Files work sheets for maintenance accomplished on all units with department manager.
- J. Maintains hand and power tools IAW applicable directives.
- K. Performs emergency maintenance as required outside normal duty hours.

CLASSIFICATION QUALIFICATIONS

Knowledge

Must have a thorough knowledge of vehicle and AGE equipment repairs, troubleshooting of systems, sub-systems and associated equipment, and applicable publications. Knowledge of standard and automatic transmissions, power trains, and both 6 and 8 cylinder engines.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to comprehend technical data is required.

Experience

A minimum of two years of experience in powered AGE/vehicle maintenance is required. Experience in diesel-fueled equipment repair is required. Transmission experience desired. Experience in air-conditioning system repair and state vehicle inspection procedures is desired.

AIRCRAFT MACHINIST

CLASSIFICATION SUMMARY

Provides machinist support for aircraft, engine and support equipment. Performs assigned tasks under minimum supervision.

DUTIES AND RESPONSIBILITIES

1. Repairs/fabricates parts for aircraft, engines, and support equipment.
2. Maintains shop equipment.
3. Observes requirements of the tool control, FOD prevention, safety, and housekeeping programs.
4. Enter required data on maintenance form and updates CAMS.
5. Operates portable fire-fighting equipment.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of machine shop practices and procedures is required. A working knowledge of drawings blueprints, maintenance instructions, and other applicable U.S. Air Force technical data is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability read and write, and to interpret technical data is required.

Experience

A minimum of two years of experience in machine shop operations is required.

AIRCRAFT MECHANIC TRANSIENT MAINTENANCE

CLASSIFICATION SUMMARY

Performs routine transient aircraft servicing, repair, and associated tasks under minimum supervision and within established schedules.

DUTIES AND RESPONSIBILITIES

- A. Parks, services, inspects, and repairs transient aircraft.
- B. Uses assigned vehicles and equipment as necessary in performing the aforementioned tasks.
- C. Services the fuel, oil, pneumatic/hydraulic, air-conditioning, nitrogen, and breathing oxygen systems of the aircraft in accordance with applicable directives.
- D. Installs aircraft chocks, ground wires, and drag chutes; positions boarding ladders/ramps.
- E. Serves as a member of the crash-recovery team.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of aircraft maintenance operations is required. The ability to retain knowledge of systems and servicing requirements for U.S. Air Force, Navy, Army, Marine Corps, and other military aircraft is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data for a variety of aircraft is required.

Experience

Three years of experience in aircraft maintenance, of which one-year entailed flight line maintenance operations, are required. Experience in transient aircraft maintenance operations and/or the maintenance of several types of aircraft is desired.

Special Conditions

The self-discipline necessary to handle unusual and demanding requests involving time and services is required. Appearance and conduct of the highest standards are required. Must be able to obtain a secret security clearance and certification for driving on ENJTT ramp, taxiways and runways.

AIRCRAFT MECHANIC
T-37/T-38/AT-38

CLASSIFICATION SUMMARY

Maintains T-37/T-38/AT-38 Aircraft under limited supervision. Coordinates maintenance activities with senior section/branch personnel.

DUTIES AND RESPONSIBILITIES

1. Uses schematic diagrams, drawings, charts, and technical publication in operating, testing, removing, troubleshooting, and replacing aircraft system components to include remove and install engines as required.
2. Observes the precautions prescribed by the FOD prevention, housekeeping, tool control, and safety program.
3. Performs aircraft conditional inspections.
4. Performs all required aircraft servicing tasks; operates ground support equipment.
5. Performs all tasks associated with ground movement of aircraft.
6. Records maintenance actions in manual/automated records; completes associated documentation as necessary.
7. Orders parts and supplies as needed.
8. Within qualifications, will perform on end of runway duties as required, and assist armament/weapons team as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of jet aircraft systems and of the use of common aircraft hand tools and special tools is required. A working knowledge of aircraft maintenance safety requirements and the operation of portable fire-fighting equipment is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired; however, the ability to read and write and to comprehend technical data is required.

Experience

Eighteen months of general aircraft maintenance experience are required. One year experience in the past three calendar years on applicable aircraft or completion of a specific aircraft familiarization course.

Special Conditions

For personnel working in fuel cell maintenance, a physical is required.

AIRCRAFT SERVICER

CLASSIFICATION SUMMARY

Performs aircraft servicing, marshaling, and other tasks as assigned in the launch and recovery of aircraft with the objective of improving overall training, productivity and performance.

DUTIES AND RESPONSIBILITIES

- A. Services aircraft with fuel, oil, oxygen, hydraulics, air and nitrogen.
- B. Assists with minor maintenance under the direct supervision of other qualified personnel.
- C. Removes and installs panels, covers, plugs, tie downs, pins and other equipment.
- D. Operates AGE special purpose vehicles and other support equipment as required.
- E. Services tires and accumulators, etc. as directed.
- F. Records maintenance actions in aircraft records; completes associated documentation as necessary. Makes CAMS entries when required.
- G. Participates in aircraft wipe-downs.
- H. Drives tugs for purpose of towing equipment.
- I. Operates and utilizes fire suppression equipment; and common aircraft hand tools.
- J. Participates in on-the-job-training under direction of qualified personnel and documented in appropriate records.
- K. Observes precautions prescribed by FOD prevention, housekeeping, tool control and safety programs.

Education

Completion of high school or the equivalent is required. Completion of mechanical aircraft and related courses is desired. The ability to read and write English is required. The ability to interpret technical information and data is desired.

Classification Qualifications

Knowledge: Completion of aircraft related instruction in FOD prevention, safety, and tool control. Must pass Air Force CDC Course within 1 year of enrollment.

Special Conditions

Duties require lifting, squatting, kneeling, and standing for prolonged periods of time.

AIRCRAFT WASHER

CLASSIFICATION SUMMARY

Performs aircraft/parts washing and cleaning. Aircraft washing and cleaning activities will be closely monitored by senior corrosion control personnel.

DUTIES AND RESPONSIBILITIES

1. Performs aircraft washing and cleaning tasks in accordance with applicable technical data and instruction of qualified corrosion control personnel.
2. Corrosion removal/control duties are limited to aircraft washing.
3. Assists in aircraft/equipment surface preparation by performance of aircraft washing.
4. Operates portable fire-fighting equipment.
5. Updates manual/automated records.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of corrosion theory and applicable technical data is desired. A knowledge of the applicable material and safety precautions to be taken by aircraft washing personnel will be acquired via instruction by qualified corrosion control personnel.

Education

High school diploma or equivalent is required and completion of specialized courses is desired.

Experience

No experience is required

**ARMAMENT/WEAPONS LOAD SPECIALIST
AT - 38 FLIGHT**

CLASSIFICATION QUALIFICATIONS

Performs duties associated with the aircraft/armament shop maintenance as required.

DUTIES AND RESPONSIBILITIES

- A. Loads, unloads, inspects, overhauls, and tests aircraft/armament shop components.
- B. Uses technical orders and related publications in performing assigned tasks.
- C. Operates and maintains shop equipment and operates ground support equipment.
- D. Within his qualifications, assist in aircraft ground operations for launch/recovery/servicing tasks.
- E. Performs maintenance on armament pylons, bomb racks, bomb and rocket dispensers, optical sight, AVTR, HUD, aircraft weapons systems to include inspection, repair, and modifications as directed by technical data.
- F. Within his qualifications performs aircraft conditional inspections.
- G. Orders parts and supplies as needed.
- H. Observes the precautions prescribed by F.O.D. prevention, housekeeping, tool control, and safety programs.
- I. Performs/assists on end of runway inspections.
- J. Updates manual/automated aircraft forms as required.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

A working knowledge of aircraft weapons system and applicable technical orders is also required.

Education

Completion of high school or equivalent and completion of specialized weapons courses required. The ability to read, write English, and interpret technical data is required.

Experience

A minimum of a two-year applicable aircraft weapons loading or armament shop maintenance experience. Completion of the USAF Basic Armament Course or the equivalent is required. AT-38 experience is preferred.

Special Conditions

The ability to communicate effectively in English, both verbally and in writing, is required.

AVIONICS SPECIALIST (FLIGHT LINE)

CLASSIFICATION SUMMARY

Maintains communication/navigation instrument systems in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with senior shop personnel as required.

DUTIES AND RESPONSIBILITIES

1. Maintains T-38/T-37 comm/nav and instrument systems.
2. Operates ground support equipment.
3. Performs operational checks of assigned systems.
4. Open and close aircraft panels, to include AT/T-38 windscreens to perform specialist maintenance.
5. Observes requirements of the tool control, FOD prevention, housekeeping and safety programs at all times.
6. Enters required data on maintenance forms and CAMS.

CLASSIFICATION QUALIFICATIONS

Knowledge A working knowledge of aircraft comm/nav and instrument systems is required. the ability to interpret and apply information on schematic diagrams, drawings, and charts fault isolation and repair of assigned systems and system subassemblies is required.

Education Must be able to read, speak, write legibly and understand the English language. Must be able to carry out written and/or verbal orders, instructions and directives.

Experience A minimum of two years experience in the repair of aircraft comm/nav and instrument systems is required. Experience will include troubleshooting systems to component level and repairing mechanical and electromechanical components. Also, experience will include repairing line replaceable units to component level (i.e. conductor repair and component removal and replacement to include applicable soldering procedures and precautions.

AVIONICS SPECIALIST (IN-SHOP)

CLASSIFICATION SUMMARY

Order parts and repairs avionics system components in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with avionics shop leadman/senior as required.

DUTIES AND RESPONSIBILITIES

- A. Performs in-shop repairs of avionics components.
- B. Performs routine maintenance of avionics system components.
- C. Makes necessary repairs, replaces subassemblies and makes adjustments as indicated during the troubleshooting phase.
- D. Insures housekeeping, tool control, CAMS inputs, safety, supply discipline, hazardous waste and technical order control, use, and posting are accomplished in accordance with governing directives and technical orders.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth working knowledge of aircraft avionics system components and the use of schematic diagrams, drawings, charts and applicable test equipment for troubleshooting and repair of solid state circuits and electro mechanical components is required. A working knowledge of technical publications, maintenance directives and maintenance forms is required.

Education

Completion of high school or equivalent is required. Must be able to read, speak, write legibly and understand the English language. Must be able to carry out written and/or verbal orders, instructions and directives.

Experience

A minimum of two years experience repairing electronic, electro mechanical assemblies to component level and minor circuit board repair is required. Also, the ability to meet the requirements of high reliability soldering for soldering electronic assemblies is required..

BATTERY SPECIALIST

CLASSIFICATIONS SUMMARY

Maintains T-37 and AT/T-38 sealed lead acid (SLAB), and NICAD aircraft batteries. Performs these tasks under minimum supervision..

DUTIES AND RESPONSIBILITIES

1. Performs routine maintenance on sealed lead acid and nicad batteries.
2. Isolates/repairs battery defects.
3. Enters required data on applicable maintenance forms, both manual and automated.
4. Complies with the requirements of the FOD prevention, tool control, safety and housekeeping programs at all times.

CLASSIFICATION QUALIFICATIONS

Knowledge

A basic knowledge of sealed lead acid and nicad batteries along with associated technical data is desired.

Education

Completion of high school or the equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

Battery shop experience is desired.

Special Conditions

Lifting of 50 lbs or more is required in the performance of daily duties.

BRAKE/TIRE SPECIALIST

CLASSIFICATION SUMMARY

Performs overhauling, repair, and testing of aircraft brakes and tires in a timely manner under minimum supervision. Reads and applies local directive and technical order instructions in the performance of those tasks. Coordinates activities with the shop lead person.

DUTIES AND RESPONSIBILITIES

- A. Inspects, overhauls, and tests brake tire and wheel assemblies.
- B. Completes maintenance data forms both manual and automated.
- C. Operates and maintains shop equipment.
- D. Complies with requirements of the tool control, FOD prevention, safety, and housekeeping programs at all times.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of aircraft brakes, tires and wheels and applicable technical data is required. Knowledge and skill in the use of the appropriate special tools is required.

Education

Completion of high school or equivalent is required. The ability to read and write, and to comprehend technical data is required.

Special Conditions

Prolonged standing and lifting of 50 pound objects is required in the performance of daily duties.

BUDGET MONITOR

CLASSIFICATION SUMMARY

Monitors expenditures for the aircraft maintenance complex.

DUTIES AND RESPONSIBILITIES

1. Monitor and operate daily Base Supply expenditure listing (D-11 Listing).
2. Monitor the daily O&M/DLR expenditures.
3. Monitor the daily non-credit code turn-ins.
4. Compile historical data for trend analysis pertaining to the budget.
5. File and make distribution on applicable supply listing.
6. Order time change items as directed.
7. Maintains accurate government furnished property (GFP) and consolidated tool listing (CTK).
8. Maintains supporting documents/listing for GFP/CTK assets.
9. Updates and distributes GFP/CTK listings monthly.
10. Obtain office and cleaning supplies from Base Service Store.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of air Force Pamphlet 170-1 and the ability to interpret the daily document register (D04) and due-out validation listing (M30) is required.

Education

Completion of high school or equivalent is required. The ability to read and write, and to comprehend technical manuals and instructions is required.

Experience

A minimum of two years experience in a material control or related supply position is required

CHEMICAL CLEANING SPECIALIST

CLASSIFICATION SUMMARY

Performs cleaning and paint stripping on aircraft and engine parts in accordance with the applicable technical manuals. Maintains cleaning agents and equipment required to accomplish the stripping and cleaning procedures in accordance with applicable technical manuals.

DUTIES AND RESPONSIBILITIES

- A. Operates portable fire-fighting equipment.
- B. Wears the appropriate safety equipment for each cleaning/stripping tank.
- C. Maintains equipment and chemicals in a safe and economical manner.
- D. Assists in the disposal of spent chemicals/hazardous waste in accordance with base regulations and company policies.
- E. Practices good housekeeping at all times.
- F. Accomplishes the cleaning and paint stripping of aircraft and engine parts in accordance with applicable technical manuals.
- G. Makes manual/automated record documentation.

CLASSIFICATION QUALIFICATIONS

Knowledge

Knowledgeable of aircraft and engine parts cleaning requirements. Familiar with applicable tech data.

Education

Completion of high school or equivalent is required. Completion of specialized course is desired.

Experience

One-year experience in chemical cleaning of aircraft and engine parts is desired.

Special Conditions

Must be able to move 55 gallon barrels filled with cleaning solvent. When using a respirator, must be able to obtain a good face piece-to-face seal.

COMPUTER SPECIALIST II

CLASSIFICATION SUMMARY

Maintains Automated Equipment/Maintenance Database Systems (AMS) and of sufficient capacity to accept all necessary data.

DUTIES AND RESPONSIBILITIES

1. Ensures proper maintenance of the AMS files.
2. Assists in solving AMS -related problems beyond the capability of functional users.
3. Maintains the capability to expand the AMS database.*
4. Assists DBM and all affected activities concerning the loading of new releases, special programs, and changes. *
5. Conducts on-the-job training for AMS users as required.
6. Ensures AMS users are informed of all transaction identifier codes.
7. Notifies all AMS users of the status of scheduled down time.*
8. Serves as the alternate equipment custodian for all AMS.
9. Receives and upgrades PC equipment and software.
10. Coordinates with the Defense Mesa Center (DMC) personnel in scheduling the periodic saving of the AMS files to prevent excessive loss of data caused by computer failure.*

Denotes tasks performed only by the host data base monitor will assist the DPM in completion of tasks. Those tasks are listed herein to indicate coordination/interface points.

CLASSIFICATION QUALIFICATIONS

Knowledge

Working knowledge of the automated maintenance system is required. A thorough knowledge of the methods of detecting and or correcting AMS errors or problems is required. A working knowledge of the applicable U.S. Air Force technical data is required.

Education

No specific educational requirements have been established. Completion of high school or the equivalent and completion of a computer course is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of two years of experience as an AMS specialist is required. (Other AMS experience may be considered at the discretion of the division manager.)

Special Conditions

The ability to solve AMS -related problems beyond the capability of functional users is required. Clarity of expression, both verbal and written, is required. The ability to establish and maintain harmonious working relationships with user, DMC, and other data base monitors is required. May be required to work irregular hours in support of the AMS database.

CORROSION CONTROL SPECIALIST

CLASSIFICATION SUMMARY

Strips, pre-treats, and paints aircraft, support equipment and parts in accordance with the requirements specified in applicable technical manuals. Identifies and applies corrosion treatment/removes corrosion by chemical and mechanical means. Performs tasks under minimum supervision.

DUTIES AND RESPONSIBILITIES

- A. Detects and treats corrosion; inspects aircraft and equipment for corrosion during scheduled and unscheduled inspections. Removes, prepares, treats, and applies protective coating/paint, and maintains coating/paint systems on Air Force systems/components.
- B. Uses the correct maintenance procedures in performing work on assigned aircraft and equipment.
- C. Wears the appropriate safety equipment for corrosion treatment and painting operations.
- D. Completes aircraft maintenance forms and equipment forms as required, both manual and automated.
- E. At all times, observes the precautions specified by the tool control, FOD prevention, safety, and housekeeping programs at all times.
- F. Disposes of spent chemical/hazardous waste in accordance with base regulations and company policies.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of corrosion treatment and prevention methods is required. Also, a working knowledge of paint/primer removal and application procedures is required. A knowledge of base, federal, and company procedures for the handling and disposal of hazardous materials is required.

Education

Completion of high school or equivalent is required. The ability to read and write, and to comprehend technical data is required.

Experience

One year of experience in aircraft corrosion control and two years removing/applying aircraft paint/primer using paint spray systems, i.e. conventional spray, airless spray, hot spray, and/or high volume low pressure spray (HVLP) is required.

Special Conditions

When using a respirator, must be able to obtain a good face piece-to-face seal. Must be able to pass occupational physical.

DISTILLATION SPECIALIST

CLASSIFICATION SUMMARY

Operates distillation unit to process hazardous waste in accordance with unit operating instructions, applicable technical manuals, and federal/state laws concerning hazardous materials. Performs preventive and periodic user maintenance on distiller.

DUTIES AND RESPONSIBILITIES

1. Operates distillation unit including loading and unloading of chemical wastes and reclaimable products.
2. Transports chemicals/wastes to and from all shops and collection points that have material for processing. Operates forklift and other equipment as necessary to move waste barrels.
3. Services vats that use chemicals to include proper cleaning and disposal of hazardous wastes.
4. Generates and applies appropriate labels for recycled and waste products.
5. Assists in the disposal of wastes to Defense Reutilization and Marketing Office (DRMO).
6. Inspects hazardous waste accumulation points and distillation unit facility.
7. Wears personal protective equipment as required.
8. Operates portable fire fighting equipment.
9. Practices good housekeeping and spill prevention techniques at all times.
10. Maintain logs and records in accordance with company operating procedures and applicable state and federal regulations to include updating technical orders and material safety data sheets.
11. Coordinates/develops distillation unit schedules for all users.
12. Cut to other tasks as capability allows to smooth peak workloads.
13. Trains other, both internal and external, users—if necessary—on proper use of distillation unit and all required tasks.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of and ability to maintain and operate distillation units is required. Knowledge of Material Safety Data Sheets (MSDS) and their use/upkeep, applicable technical manual, federal/state laws concerning hazardous materials use and disposal is required.

Education

Completion of high school or equivalent is required. Must be able to read, write, and understand English. Familiarity with federal, state, OSHA, Air Force, and local environmental ordinances relative to distilling is required.

Experience

Prior distillation maintenance and operation is required. Must possess or be able to obtain a forklift operator's certificate.

Special Conditions

Heavy lifting and prolonged standing is required. Must be able to wear breathing respirator apparatus. Must be physically capable to safely move heavy barrels. Must be able to pass respirator physical. Must safely move barrels/containers utilizing various transportation mediums (i.e. forklifts, dollies, etc.).

EGRESS SPECIALIST

CLASSIFICATION SUMMARY

Performs aircraft egress system repair/maintenance tasks under technical guidance and supervision. Coordinates maintenance activities with senior egress personnel, as required.

DUTIES AND RESPONSIBILITIES

- A. Performs maintenance and inspections of aircraft egress systems.
- B. Performs canopy rigging/fitting of aircraft canopy drive and locking systems.
- C. Performs/assists in performing system troubleshooting tasks.
- D. Performs operational checks of assigned systems.
- E. Enters required data on maintenance forms both manual and automated.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of the repair of aircraft egress systems and of the use of associated schematic diagrams, charts, and drawing is required. A knowledge of the applicable technical orders, related publications, and safety regulations is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write and to comprehend technical data is required.

Experience

A minimum of two years of experience in aircraft egress system maintenance and completion of specialized egress system maintenance courses is required. (Course J3ABR2A633-002 or Navy Egress A1 School)

ELECTRICAL SPECIALIST (IN-SHOP)

CLASSIFICATION SUMMARY

Repairs electrical system components in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with senior electrical shop personnel as required.

DUTIES AND RESPONSIBILITIES

1. Performs in-shop repairs of electrical components.
2. Performs routine maintenance of electrical system components.
3. Isolates faults in order to correct electrical component discrepancies.
4. Makes necessary repairs, replaces sub-assemblies and makes adjustments as indicated during the troubleshooting phase.
5. Assist/maintain battery shop when required.
6. Observes requirements of the FOD prevention, tool control, safety and housekeeping programs at all times.
7. Enters required data on maintenance forms both manual and automated.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of aircraft system components and of the use of schematic diagrams, drawings and charts is required. A working knowledge of technical publications, maintenance directives and maintenance forms is required.

Education

Completion of High School or the equivalent and of specialized courses is required. The ability to read and write and to comprehend technical data is required.

Experience

A minimum of two years experience as an aircraft electrician is required.

**ELECTRICAL SPECIALIST
(FLIGHT LINE)**

CLASSIFICATION SUMMARY

Maintains electrical systems in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with senior Electrical shop personnel as required.

DUTIES AND RESPONSIBILITIES

- A. Performs routine maintenance of electrical systems.
- B. Operates ground support equipment.
- C. Isolates faults in order to correct electrical system discrepancies.
- D. Makes necessary repairs, replaces assemblies, and makes adjustments as indicated during the troubleshooting phase.
- E. Open and close aircraft panels, to include AT/T-38 windscreens to perform specialist maintenance.
- F. Observes requirements of the FOD prevention, tool control, safety, and housekeeping programs at all times.
- G. Enters required data on maintenance forms both manual and automated.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of aircraft electrical systems and of the use of schematic diagrams, drawings and charts is required. A working knowledge of technical publications, maintenance directivities and maintenance forms is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write and to comprehend technical data is required.

Experience

A minimum of two years experience as an aircraft electrician is required.

ENGINE CONTROLLER

CLASSIFICATION SUMMARY

As Engine Controller for the 80th Flying training Wing (FTW), he/she will coordinate with all necessary personnel in maintaining current status on all engines assigned to the 80th FTW and other agencies that use engines, afterburners, QEC kits, tracked components of such items, and shipping devices to be used in conjunction with above items at 80th FTW in accordance with Air Force Directives.

DUTIES AND RESPONSIBILITIES

1. Assigns work to the engine documentation and data personnel.
2. Inputs reportable engine transactions for daily transmission on the central data base (CDB) located at Tinker AFB using the comprehensive engine management system (CEMS) terminal.
3. Provides CEMS products on request.
4. Provides required periodic reports for submission to the CDB and HQ AETC.
5. Ensures TCTOs and life-limited components are forecast, scheduled, replaced, and/or inspected and documented as prescribed.
6. Performs the duties for shipment and receipt of engines and engine related equipment.

CLASSIFICATIONS QUALIFICATIONS

Education

Completion of high school or the equivalent and the ability to read and write and to interpret technical data is required.

Knowledge

A thorough knowledge of Air Force directives pertaining to Engine Scheduler responsibilities. A working knowledge of CAMS is required.

Experience

A minimum of three years of engine experience, which entailed the scheduling, tracking and flowing of all phases of engine maintenance is required.

Special Conditions

Leadership ability is required. Good communication skills, ability to provide comprehensive interpretation of technical data and knowledge of military engine shipping devices is required.

ENGINE MECHANIC

CLASSIFICATION SUMMARY

Maintains J69/J85 aircraft engines at the highest quality and safety standards, maintains and assists in the maintenance and troubleshooting of engine related problems. Makes all proper entries in the aircraft maintenance records (781s). Performs tasks under minimum supervision.

DUTIES AND RESPONSIBILITIES

A. Disassembles, inspects, and reassembles J69/J85 aircraft engines and engine components as required in the performance of scheduled and unscheduled maintenance tasks. Removal and installation of engines T-37 and T-38 aircraft.

B. Performs engine rigging tasks, using the applicable technical data for both installed and uninstalled engines (J-69 and J-85), and required operational checks of installed engines in both T-37 and T-38 aircraft. Will be run qualified for one type aircraft if decentralized.

C. Makes all proper entries in maintenance records for engine maintenance and troubleshooting actions both manual and automated.

D. Observes and enforces compliance with requirements of the tool control, safety, housekeeping, and FOD prevention programs.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of the hand tools and hardware used in the maintenance of J69/J85 engines is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

Two years of experience in engine teardown and rebuilding, or related experience, are required.

Special Conditions

Engine mechanics assigned to the test cell are required to obtain certification to run J-85 and J-69 engines on AF 32/T4 test cells. Also when decentralized they will remove and replace boattails, raise and lower windscreens, and position aircraft on the sound suppresser/hush house or trim pad.

ENVIRONMENTAL SPECIALIST

CLASSIFICATION SUMMARY

Repairs and tests aircraft and engine environmental system, pneudraulic, and mechanical/electrical system components. Performs task under minimum supervision, coordinating activities with the senior specialist.

DUTIES AND RESPONSIBILITIES

1. Repairs/tests environmental system components in accordance with requirements specified by applicable technical data.
2. Performs functional checks/repairs, as authorized, of aircraft oxygen system components.
3. Repairs/tests selected components from pneudraulic and mechanical/electrical systems such as flap/slab mixer assemblies, aircraft gearbox and couplings, throttle assemblies, fuel vent valves, trim/adjust actuator jackshafts, and other equipment of similar operational features.
4. Observes the requirements of the FOD prevention, tool control, safety, and housekeeping programs at all times.
5. Enter required data on maintenance forms both manual and automated.
6. Assists in inspecting and maintaining records of shop equipment.

CLASSIFICATION QUALIFICATION

Knowledge

A working knowledge of the inspection, repair, and testing of the environmental system components of T-37/T-38 aircraft and associated engines is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses in the environmental systems field is desired. The ability to read and write, and to comprehend technical data is required.

Experience

A minimum of two years of experience in the environmental systems repair field is required.

GENERAL CLERK

CLASSIFICATION SUMMARY

Performs administrative activities in accordance with applicable: technical orders, Air Force directives, MOIs, and management instructions. Assists the branch superintendents and personnel in consolidating logistics inputs. Performs tasks under minimum supervision.

DUTIES AND RESPONSIBILITIES

- A. Performs clerical duties/functions
- B. Maintains/posts time sheets and exception reporting as required.
- C. Prepares, suspense's, maintains/files and/or verifies entries for accuracy of forms, reports, correspondence and make distribution as required.
- D. Requisitions and maintains supplies as required.
- E. Provides automated documentation as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

Working knowledge of applicable U.S. Air Force technical orders is desired. Familiarity with the preparation of documents necessary for aircraft/engine maintenance reporting is desired. Knowledge of filing & requisitioning publications, technical orders, and forms is desirable. A working knowledge of AF administrative procedures is desirable. Should be knowledgeable of AF record keeping procedures.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to apply technical instructions is required.

Experience

One year of general clerical experience and one year of data entry experience on computer terminal is desired. One-year experience maintaining military publications is desired.

INSPECTOR/DEBRIEFER – APG QUALITY SUPPORT

CLASSIFICATION SUMMARY

Monitors and evaluates observance of the division Quality Support and Safety Programs to ensure safe efficient, and technically correct aircraft maintenance procedures are followed. Coordinates all monitoring activities with the Quality Support Lead. Uses extensive experience on assigned aircraft to assess, describe, and record in-flight discrepancies. Discusses discrepancies with crews to secure adequate troubleshooting information and flight data. Documents in-flight data/discrepancies in aircraft forms and other related forms. Enters data into the Core Automated Maintenance System (CAMS) and uses the system to research aircraft history.

DUTIES AND RESPONSIBILITIES

1. Reviews maintenance directives, local workcards and procedures to ensure quality support objectives are defined.
2. Performs special and technical inspections of assigned aircraft, engines, and support equipment.
3. Performs no-notice inspections of shop housekeeping, tool control, safety, supply discipline, special equipment use, condition and other related items.
4. Performs random over-the-shoulder, completed maintenance actions, and follow-up inspections to ensure technical orders and safety procedures are followed.
5. Performs aircraft, engine, powered and non-powered equipment 60-day document file inspections.
6. Performs and documents mandatory foreign object inspections.
7. Researches technical directives applicable to the Quality Support Program, and assists maintenance technicians in their interpretation.
8. Reviews forms prior to Functional Check Flight (FCF), and debriefs the FCF pilot at the completion of each flight.
9. Responds to aircraft in-flight emergencies and initiates AETC Form 645-4, as required, to ensure an in-depth debrief is obtained.
10. Identifies and processes repeat and recurring discrepancies IAW prescribing directives.
11. Maintains a back-up debriefing file for use when the automated system is unavailable.
12. Ensures discrepancy data entered into the aircraft AFTO Form 781 series forms is accurate.
13. Based upon thorough knowledge of impoundment policy, makes recommendation for impoundment.
14. Delivers, picks up aircraft 781 records as directed by supervisor.
15. Inputs operating time/single data entry as required.
16. Maintains required forms and publications to conduct the debriefing process.
17. Assists with other duties as required within Quality Support during routine absences of other inspectors.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of aircraft and engine maintenance procedures is required. A general knowledge of technical publications, special tools, ground support equipment and safety procedures is required. A working knowledge of the Quality Support and Safety Programs is required. Some knowledge of computer systems.

Education

Completion of High School or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years aircraft maintenance experience is required. Two years experience on T-37/T-38 aircraft and associated equipment.

Special Conditions

Good verbal and written skills are required, along with an even temperament and the tact to work harmoniously with a variety of people.

INSPECTION/DEBRIFER-AVIONICS/ELECTRONICS QUALITY SUPPORT

CLASSIFICATION SUMMARY

Monitors and evaluates observance of the division Quality Support and Safety Programs to ensure safe efficient, and technically correct aircraft maintenance procedures are followed. Coordinates all monitoring activities with the Quality Support Lead. Uses extensive experience on assigned aircraft to assess, describe, and record in-flight discrepancies. Discusses discrepancies with crews to secure adequate troubleshooting information and flight data. Documents in-flight data/discrepancies in aircraft forms and other related forms. Enters data into the Core Automated Maintenance System (CAMS) and uses the system to research aircraft history.

DUTIES AND RESPONSIBILITIES

- A. Reviews maintenance directives, local workcards and procedures to ensure quality support objectives are defined.
- B. Performs on and off-equipment special and technical inspections of assigned instrument, electrical, comm-nav aircraft systems and support equipment.
- C. Performs no-notice inspections of shop housekeeping, tool control, safety, supply discipline, special equipment use, condition and other related items.
- D. Performs random over-the-shoulder, completed maintenance actions, and follow-up inspections to ensure technical orders and safety procedures are followed.
- E. Performs aircraft, engine, powered and non-powered equipment 60-day document file inspections.
- F. Performs and documents mandatory foreign object inspections.
- G. Researches technical directives applicable to the Quality Support Program, and assists maintenance technicians in their interpretation.
- H. Reviews forms prior to Functional Check Flight (FCF), and debriefs the FCF pilot at the completion of each flight.
- I. Responds to aircraft in-flight emergencies and initiates AETC Form 645-4, as required, to ensure an in-depth debrief is obtained.
- J. Identifies and processes repeat and recurring discrepancies IAW prescribing directives.
- K. Maintains a back-up debriefing file for use when the automated system is unavailable.
- L. Ensures discrepancy data entered into the aircraft AFTO Form 781 series forms is accurate.
- M. Based upon thorough knowledge of impoundment policy, makes recommendation for impoundment.
- N. Delivers, picks up aircraft 781 records as directed by supervisor.
- O. Inputs operating time/single data entry as required.
- P. Maintains required forms and publications to conduct the debriefing process.
- Q. Assists with other duties as required within Quality Support during routine absences of other inspectors.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of instrument-electrical or comm-nav aircraft maintenance procedures is required. A general knowledge of technical publications, special tools, ground support equipment and safety procedures is required. A working knowledge of the Quality Support and Safety Programs is required. Some knowledge of computer systems.

Education

Completion of High School or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years instrument-electrical or comm-nav aircraft maintenance experience is required. Two years experience on T-37/T-38 aircraft and associated equipment.

Special Conditions

Good verbal and written skills are required, along with an even temperament and the tact to work harmoniously with a variety of people.

INSPECTION/DEBRIEFER-DEFICIENCY ANALYSIS QUALITY SUPPORT

CLASSIFICATION SUMMARY

Monitors and evaluates observance of the division Quality Support and Safety Programs to ensure safe efficient, and technically correct aircraft and engine maintenance procedures are followed. Coordinates all monitoring activities with the Quality Support Lead. Uses extensive experience on assigned aircraft to assess, describe, and record in-flight discrepancies. Discusses discrepancies with aircrews to secure adequate troubleshooting information and flight data. Documents in-flight data/discrepancies in aircraft forms and other related forms. Enters data into the Core Automated Maintenance System (CAMS) and uses the system to research aircraft history.

DUTIES AND RESPONSIBILITIES

1. Performs deficiency analysis to identify adverse trends, coordinates with Supervisors when adverse trends are detected.
2. Performs weight and balance, transfer and acceptance inspections, as required.
3. Administers the technical order improvement reporting, product quality deficiency reporting, repair change requests, and requests to increase base level repair authority programs.
4. Compiles, publishes and distributes the Quality Support monthly summary.
5. Monitors TCTO compliance and delayed discrepancy listings
6. Reviews maintenance directives, local workcards and procedures to ensure quality support objectives are defined.
7. Performs no-notice inspections of shop housekeeping, tool control, safety, supply discipline, special equipment use, condition and other related items.
8. Performs aircraft, engine, powered and non-powered equipment 60-day document file inspections.
9. Performs and documents mandatory foreign object inspections.
10. Researches technical directives applicable to the Quality Support Program; assists maintenance technicians in their interpretation.
11. Reviews forms prior to Functional Check Flight (FCF), and debriefs the FCF pilot at the completion of each flight.
12. Responds to aircraft in-flight emergencies and initiates AETC Form 645-4, as required, to ensure an in-depth debrief is obtained.
13. Assists in other duties as required within Quality Support during routine absences of other inspectors.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of aircraft and engine maintenance procedures, MS-DOS and Windows based computer data development, entry, and retrieval is required. A general knowledge of technical publications, special tools, ground support equipment and safety procedures is required. A working knowledge of the Quality Support and Safety Programs is required.

Education

Completion of High School or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years T-37/T-38 aircraft/engine maintenance experience is required. Two years experience in maintenance analysis is desired.

Special Conditions

Good verbal and written skills are required, along with an even temperament and the tact to work harmoniously with a variety of people.

INSPECTION/DEBRIEFER – PROPULSION/AGE QUALITY SUPPORT

CLASSIFICATION SUMMARY

Monitors and evaluates observance of the division Quality Support and Safety Programs to ensure safe efficient, and technically correct engine and aerospace ground equipment (AGE) maintenance procedures are followed. Coordinates all monitoring activities with the Quality Support Lead. Uses extensive experience on assigned aircraft to assess, describe, and record in-flight discrepancies. Discusses discrepancies with aircrews to secure adequate troubleshooting information and flight data. Documents in-flight data/discrepancies in aircraft forms and other related forms. Enters data into the Core Automated Maintenance System (CAMS) and uses the system to research aircraft history.

DUTIES AND RESPONSIBILITIES

1. Reviews maintenance directives, local workcards and procedures to ensure quality support objectives are defined.
2. Performs on and off-equipment special and technical inspections of assigned engines, AGE, and support equipment.
3. Performs no-notice inspections of shop housekeeping, tool control, safety, supply discipline, special equipment use, condition and other related items.
4. Performs random over-the-shoulder, completed maintenance actions, and follow-up inspections to ensure technical orders and safety procedures are followed.
5. Performs aircraft, engine, powered and non-powered equipment 60-day document file inspections.
6. Performs and documents mandatory foreign object inspections.
7. Researches technical directives applicable to the Quality Support Program, and assists maintenance technicians in their interpretation.
8. Reviews forms prior to Functional Check Flight (FCF), and debriefs the FCF pilot at the completion of each flight.
9. Responds to aircraft in-flight emergencies and initiates AETC Form 645-4, as required, to ensure an in-depth debrief is obtained.
10. Identifies and processes repeat and recurring discrepancies IAW prescribing directives.
11. Maintains a back-up debriefing file for use when the automated system is unavailable.
12. Ensures discrepancy data entered into the aircraft AFTO Form 781 series forms is accurate.
13. Based upon thorough knowledge of impoundment policy, makes recommendation for impoundment.
14. Delivers, picks up aircraft 781 records as directed by supervisor.
15. Inputs operating time/single data entry as required.
16. Maintains required forms and publications to conduct the debriefing process.
17. Assists in other duties as required within Quality Support during routine absences of other inspectors.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of J-85/J-69 engine and AGE maintenance procedures is required. A general knowledge of technical publications, special tools, ground support equipment and safety procedures is required. A working knowledge of the Quality Support and Safety Programs is required. Some knowledge of computer systems.

Education

Completion of High School or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years engine/AGE maintenance experience is required. Two years experience on J-85/J-69 engines and associated equipment.

Special Conditions

Good verbal and written skills are required, along with an even temperament and the tact to work harmoniously with a variety of people.

INSPECTOR/DEBRIEFER-WEAPONS/APG QUALITY SUPPORT

CLASSIFICATION SUMMARY

Monitors and evaluates observance of the division Quality Support and Safety Programs to ensure safe efficient, and technically correct aircraft and weapons maintenance procedures are followed. Coordinates all monitoring activities with the Quality Support Lead. Uses extensive experience on assigned aircraft to assess, describe, and record in-flight discrepancies. Discusses discrepancies with aircrews to secure adequate troubleshooting information and flight data. Documents in-flight data/discrepancies in aircraft forms and other related forms. Enters data into the Core Automated Maintenance System (CAMS) and uses the system to research aircraft history.

DUTIES AND RESPONSIBILITIES

1. Reviews maintenance directives, local workcards and procedures to ensure quality support objectives are defined.
2. Performs on and off-equipment special and technical inspections of assigned aircraft, engines, weapons and support equipment.
3. Performs no-notice inspections of shop housekeeping, tool control, safety, supply discipline, special equipment use, condition and other related items.
4. Performs random over-the-shoulder, completed maintenance actions, and follow-up inspections to ensure technical orders and safety procedures are followed.
5. Performs aircraft, engine, weapons, powered and non-powered equipment 60-day document file inspections.
6. Performs and documents mandatory foreign object inspections.
7. Researches technical directives applicable to the Quality Support Program, and assists maintenance technicians in their interpretation.
8. Reviews forms prior to Functional Check Flight (FCF), and debriefs the FCF pilot at the completion of each flight.
9. Responds to aircraft in-flight emergencies and initiates AETC Form 645-4, as required, to ensure an in-depth debrief is obtained.
10. Identifies and processes repeat and recurring discrepancies IAW prescribing directives.
11. Maintains a back-up debriefing file for use when the automated system is unavailable.
12. Ensures discrepancy data entered into the aircraft AFTO Form 781 series forms is accurate.
13. Based upon thorough knowledge of impoundment policy, makes recommendation for impoundment.
14. Delivers, picks up aircraft 781 records as directed by supervisor.
15. Inputs operating time/single data entry as required.
16. Maintains required forms and publications to conduct the debriefing process.
17. Assists in other duties as required within Quality Support during routine absences of other inspectors.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of aircraft, weapons systems, explosive safety and general engine maintenance procedures is required. A general knowledge of technical publications, special tools, ground support equipment and safety procedures is required. A working knowledge of the Quality Support and Safety Programs is required. Some knowledge of computer systems.

Education

Completion of High School or equivalent is required, and completion of the USAF Basic Armament Course (46250) or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years aircraft/armament shop weapons experience is required. Two years experience on AT-38/F-5 aircraft and associated equipment.

Special Conditions

Good verbal and written skills are required, along with an even temperament and the tact to work harmoniously with a variety of people.

JANITOR

CLASSIFICATION SUMMARY

Perform sweeping, mopping, scrubbing, waxing, carpet cleaning, and other associated duties to maintain assigned.

DUTIES AND RESPONSIBILITIES

1. Removes trash and other refuse.
2. Dusts equipment, furniture or fixtures, and trimmings.
3. Cleans restrooms and showers and restocks supplies as needed.

Education

No specific educational requirements have been established; however, the ability to comprehend verbal instructions is required.

Experience

No experience required.

LEAD AGE

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and directs activities in the Aerospace Ground Equipment (AGE) and vehicle maintenance shops; ensuring the highest quality maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor as directed.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the shop work load and the dispatching of personnel, as required.
- B. Plans and coordinates part and material requirements.
- C. Conducts a strong FOD prevention program.
- D. Enforces the tool control, safety, and housekeeping programs.
- E. Conducts a strong corrosion control program.
- F. Ensures the availability of and compliance with, applicable maintenance directive and other technical publication data.
- G. Conducts on-the-job training activities.
- H. Ensures completion of manual and automated documentation.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of AGE inspection, maintenance, and repair techniques is required.

Knowledge of vehicle maintenance is desired.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior in maintaining powered aerospace ground equipment is required.

Special Conditions

Good communication skills and leadership ability are required.

LEAD, AIRCRAFT MECHANIC TRANSIENT MAINTENANCE

CLASSIFICATION SUMMARY

As a working leader, directs and performs transient aircraft maintenance and crash recovery tasks. Monitors and instructs subordinates in the execution of maintenance and crash recovery procedures.

DUTIES AND RESPONSIBILITIES

1. Plans and works within established schedules, reassigning personnel as necessary to complete tasks.
2. Instructs subordinates engaged in the operation, troubleshooting, repair, and modification of transient aircraft, as necessary.
3. Ensures the timely completion of transient aircraft and associated vehicle and equipment maintenance and servicing tasks.
4. Using applicable regulations, directives, and technical orders, defines standards of quality to be met; reviews work in-progress.
5. Parks, services, and inspects transient aircraft; make emergency repairs as necessary, coordinating with Maintenance Control personnel for specialist assistance.
6. Conducts daily, preflight, basic post-flight, and special inspections.
7. Services the aircraft fuel, engine oil, pneumatic/hydraulic, air-conditioning, nitrogen, and breathing oxygen systems in accordance with applicable directives.
8. Operates assigned powered and non-powered ground support equipment; position boarding ladder/ramps; installs drogue chutes in aircraft, as necessary.
9. Serves as alternate crash-recovery officer, and instructs crash-recovery crew personnel in accordance with directives; assist crane operator during crash-recovery operations.
10. Coordinates transient activities in the absence of the supervisor.

CLASSIFICATION QUALIFICATIONS

Knowledge

An excellent working knowledge of U.S. Air Force, Army, Navy, Marine Corps, and other military aircraft is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data from all elements of the military service is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior, including three years of flight line operations experience, is required. Experience in the maintenance of numerous types of jet aircraft is desired.

Special Conditions

The ability to communicate effectively, both verbally and in writing, is required. A pleasant personality and the ability to deal courteously and effectively with high ranking military and government official is required. The self-discipline necessary to handle unusual and demanding request involving time and services is required. Leadership and supervisory skills are required. Appearance and decorum of the highest standards are required. The ability to meet the requirements for a security clearance is required and certification to drive on the ENJJPT ramp, taxiways and runways is required

LEAD, AIRCRAFT MECHANIC

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and provides supervision and guidance to assigned personnel in the maintenance of T37 / T38/AT38 aircraft. Monitors the maintenance activities of assigned personnel. Coordinates maintenance efforts with section supervisors and supporting specialist shop lead person to ensure the timely return of aircraft to mission capable status. Reviews aircraft records for accuracy and completeness.

DUTIES AND RESPONSIBILITIES

- A. Ensures that assigned personnel have access to and use adequate technical data during all phases of aircraft maintenance.
- B. Ensures the use of safety equipment; enforces established safety, housekeeping, supply discipline, tool control, FOD prevention and maintenance policies.
- C. Monitors the status of aircraft in work, and coordinates efforts with subordinate personnel and with support shop and branch supervisory personnel.
- D. Monitors quality control reports, and ensures that corrective measures are implemented to improve maintenance quality and prevent the development of adverse trends.
- E. Within qualifications, conducts inspections of aircraft and system maintenance to ensure quality and completeness.
- F. Monitors and performs operational, functional, and rig checks of T37 / T38 / AT-38 flight controls, canopy, landing gear, and throttle control systems. Also performs run and trim, and operational checks of J-69/J-85 engines as necessary.
- G. In coordination with the section supervisor and the training specialist, provides on-the-job training of new employees.
- H. Assists assigned personnel in researching and requisitioning aircraft parts and components and in determining the reparability and serviceability of parts and components in question.
- I. Reviews aircraft records to ensure that required maintenance has been performed, that hourly and calendar tracked events are current, and that all associated documentation has been completed.
- J. Coordinates section activities in the absence of the supervisor.
- K. Within qualifications, assist in loading and unloading of munitions as required.
- L. Within qualifications, will perform on end of runway duties as required, and assist armament/weapons team as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth knowledge of the applicable aircraft is required. A thorough working knowledge of applicable technical publication is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is required. The ability to read and write, and interpret technical data and special operating instructions is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior is required.

Special Conditions

Good verbal and written skills and leadership ability are required.

LEAD ARMAMENT/WEAPONS

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and directs activities in the weapons services shop to produce highest quality maintenance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with managers and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor, as directed.

DUTIES AND RESPONSIBILITIES

1. Plans, schedules, monitors, and supervises weapons loading activities.
2. Ensures required tools and test equipment are available.
3. Schedules training requirements, monitors maintenance data collection documents and CAMS for accuracy and maintains all weapons loading related handling equipment.
4. Ensures safe, timely, and reliable munitions loading in accordance with all applicable technical data and safety directives.
5. Serves as the primary Explosive Safety Officer and maintains proficiency/qualifications as the Lead Crew Certifying Official.
6. Responsible for scheduling configuration changes, troubleshooting, repair of release systems and inspection and maintenance of weapons test equipment.
7. Monitors and performs organizational and intermediate maintenance on armament pylons, bomb racks, bomb and rocket dispensers, optical sight, AVTR, HUD, aircraft boresight and harmonization and aircraft weapons systems to include inspection, repair and modification as directed by technical data.
8. Assists in the preparation of aircraft for ground operations for launch/recover/servicing tasks.
9. Enforces the tool control, FOD prevention, weapons safety, safety, and housekeeping programs.
10. Operates ground support equipment and orders parts and supplies as needed.
11. Within his qualifications, performs aircraft conditional inspections.
12. Within qualifications, conducts inspection of aircraft and weapons system maintenance to ensure quality and completeness.
13. Reviews aircraft records to ensure required maintenance has been performed hourly and calendar tracked events are current and all associated documentation has been completed.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of aircraft and weapons system maintenance procedures and associated technical data is required.

Education

Completion of high school or equivalent, completion of specialized weapons courses, the ability to read, write English and to provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior aircraft/armament shop maintenance is required. Prefer AT-38 experience.

Special Conditions Good verbal and written communication skills and leadership ability is required.

LEAD AVIONICS/ELECTRICS (FLIGHTLINE)

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and directs activities in the Avionics/Electrics specialist section; ensuring the highest quality maintenance and safety. Provides on-the-job leadership and training of personnel. Coordinates with the manager and section supervisor to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor as directed.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the flight work load and the dispatching of personnel as required.
- B. Plans and coordinates part and material requirements with material control personnel.
- C. Conducts a strong FOD prevention program.
- E. Ensures the availability of and compliance with applicable maintenance directives and other technical publication data.
- F. Instructs subordinates in, and evaluates, maintenance performed on avionics/electrical systems.
- G. Ensures completion of maintenance documentation on CAMS.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of avionics/electrical equipment and associated aircraft system maintenance procedures is required. the ability to interpret and apply information on schematic diagrams, drawing, and charts for fault isolation and repair of assigned systems is required.

Education

High school diploma or equivalent is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior in the repair of aircraft avionics, and/or electrical systems is required. Experience will include troubleshooting systems to the line replaceable unit level. also, experience will include troubleshooting associated wiring and mechanical devices. Experience in wire splicing and soldering procedures and precautions is required.

LEAD AVIONICS/ELECTRICS/BATTERY ENVIRONMENTAL (IN-SHOP)

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and directs activities in the avionics, electrics/battery and environmental systems workshop; ensuring the highest quality maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and section supervisor to carry out duties in an effective and efficient manner. Coordinates shop activities in the absence of the supervisor as directed.

DUTIES AND RESPONSIBILITIES

1. Plans and coordinates the shop workload and the utilization of personnel.
2. Plans and coordinates repair cycle assets with material control personnel.
3. Evaluates repair process to increase repair capability.
4. Conducts a strong FOD prevention program.
5. Enforces the tool control, supply discipline, safety, hazardous material/waste, and housekeeping programs.
6. Instructs and evaluates subordinates in maintenance performed on assigned systems.
7. Ensures the availability of and compliance with applicable maintenance directives and other technical publication data.
8. Ensures completion of maintenance documentation and CAMS.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth knowledge of aircraft avionics and or electrical system components and associated test equipment for troubleshooting is required. The ability to use schematics, drawings, charts and interpret technical data is required. A working knowledge of repair cycle asset management is desired.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired.

Experience

A minimum of three years of experience of which two years must be performed as a senior in the repair of aircraft avionics and or electrical system components is required.

Special Conditions

Good communication skills and leadership ability are required.

LEAD CORROSION CONTROL

CLASSIFICATION SUMMARY

As a working leader, performs and directs, activities in the Corrosion Control Shop; ensuring highest quality aircraft maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the branch/flight managers and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor, as directed.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the shop work load and the dispatching of personnel as required.
- B. Plans and coordinates shop material requirements with material control personnel.
- C. Conducts a strong FOD prevention program.
- D. Enforces the tool control program.
- E. Ensures shop safety, use of safety equipment by employees, and good housekeeping.
- F. Ensures the availability of and compliance with applicable maintenance directive and technical publication data
- G. Plans and coordinates washing and painting schedules with plans and scheduling personnel.
- H. Ensures completion of maintenance documentation both manual and automated.
- I. Conducts on-the-job training activities, as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of corrosion control techniques is required. Also, a thorough knowledge of paint/primer removal and application procedures is required. A thorough knowledge of base, federal, and company procedures for the handling and disposal of hazardous waste materials is required.

Education

Completion of high school or the equivalent is required. The ability to read and write and to interpret technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior of aircraft corrosion control experience with at least four years removing/applying aircraft paint/primer is required.

Special Conditions

Good communication skills and leadership ability are required. When using a respirator, must be able to obtain a good face piece-to-face seal. Must be able to pass occupational physical.

LEAD EGRESS

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks, and directs activities in the Egress Shop; ensuring highest quality aircraft maintenance performance and safety, on-the-job leadership and training for shop personnel. Coordinates with the branch/flight manager and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor, as directed.

DUTIES AND RESPONSIBILITIES

1. Plans and coordinate the shop work load and the dispatching of personnel, as required.
2. Plans and coordinates shop material requirements with Material Control personnel.
3. Conducts a strong FOD prevention program.
4. Enforces the tool control, safety, and housekeeping programs.
5. Ensures the availability of and compliance with applicable maintenance directive and other technical publication data.
6. Instructs personnel in, and evaluates, egress system maintenance.
7. Ensures completion of maintenance documentation both manual and automated.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of aircraft egress system maintenance procedures and associated technical data is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior of aircraft egress system maintenance.

Special Conditions

Good communications skills and leadership ability is required.

LEAD ENGINE MECHANIC

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and provides guidance for assigned personnel in the maintenance of J69/J85 aircraft engines. Monitors the maintenance activities of and trains assigned personnel. Coordinates maintenance efforts with supervisor and supporting specialist shop lead person. Reviews maintenance records for accuracy and completeness. Coordinates Propulsion Section activities in the absence of the Manager.

DUTIES AND RESPONSIBILITIES

- A. Ensures that assigned personnel have access to and use adequate technical data.
- B. Ensures compliance with the safety, housekeeping, tool control, and FOD prevention programs.
- C. Monitors the status of engines in work, and coordinates efforts with subordinate personnel and with supervisor and support shop personnel.
- D. Ensures that assigned special tools and support equipment are properly maintained.
- E. Within qualification, conducts inspections of engine maintenance to ensure quality and completeness.
- F. Monitors quality control reports, and ensures that corrective measures are implemented to improve quality and prevent the development of adverse trends.
- G. Ensures use of the correct engine rigging procedures.
- H. In coordination with the section supervisor and the training specialist, conducts on-the-job training of new employees.
- I. Assists assigned personnel in requisitioning parts and in determining the reparability and serviceability of parts and components in question; ensures supply discipline.
- J. Review engine records to ensure that required maintenance has been performed, hourly and calendar tracked events are current, and all associated documentation had been completed.
- K. When assigned to decentralized organization will be dual run qualified. Also, when assigned to FLSU, lead engine mechanics will remove and replace boattails, raise and lower windscreens, and position aircraft on the sound suppresser/hush house or trim pad.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth knowledge of the applicable engine is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data and special operating instructions is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior engine mechanic is required.

Special Conditions

Good verbal and written communication skills and leadership ability is required. Also, lead engine mechanics assigned to the test cell must be certified to run J-85 and J-69 engines on AF 32/T4 test cells.

LEAD NDI

CLASSIFICATION SUMMARY

As a working leader, directs and conducts non-destructive inspections (NDIs) of assigned aircraft, engines, and support equipment. Directs the NDI and oil analysis programs, and provides leadership for NDI/OAP personnel; ensuring observance of the highest quality standards. Maintains a Level III NDI certification in all disciplines.

DUTIES AND RESPONSIBILITIES

1. Directs the NDI of airframes, engines, aerospace ground equipment, and components thereof to ensure proper execution of all phases of the NDI program.
2. Directs the Oil Analysis Program (OAP) to ensure a proper execution of all phases of the OPA for assigned and transient aircraft.
3. Coordinates with personnel of all supported activities on matters pertaining to the NDI and OAP Programs.
4. Establishes new inspection techniques, and evaluates the results of inspections conducted thereunder.
5. Trains and monitors NDI personnel in the execution of inspection techniques.
6. Prepares, conducts, and grade examinations for NDI Level I, Level II, and Level III personnel qualification and certification, in accordance with the requirements of NAS 410.
7. Enforces the safety, housekeeping, tool control, and FOD prevention programs.
8. Ensures the documentation of NDI activities.
9. Analyzes current practices and problem areas to project future requirements for the NDI/OAP Shop.

CLASSIFICATION QUALIFICATIONS

Knowledge

In addition to the Level III requirement, an extensive knowledge of aircraft maintenance operations and personnel management practices is required. The Lead Level III shall be capable of establishing techniques, interpreting specifications, codes and T.O.s designating the particular test method and techniques to be used, and interpreting the results. Must be capable of evaluating the results in terms of existing codes, specifications and T.O.s and have sufficient practical background in applicable material technology to assist in establishing tests and acceptance criteria when none are otherwise available. Must be capable of preparing, conducting and grading examinations for qualifying, NDI Level I, II, and III personnel. Must be able to determine if an individual has used the correct procedure and to recognize the use of improper methods of techniques. An extensive knowledge of NDI and OAP method, and procedures as well as the scope and limitations of each test method, is required. A thorough knowledge of the contractor's responsibilities in NDI personnel training, qualification and certification is required.

Education

Completion of high school or the equivalent is required. Ability to pass and sustain a Level III NDI certification is required. Training in spectrometric oil analysis is required.

Skills and Qualities

The ability to communicate effectively, both verbally and in writing, is required. The ability to instruct others and to evaluate the skill and knowledge level attained by NDI personnel is required. The ability to plan, organize, and monitor NDI operations is required.

Experience

A minimum of four years of experience in aircraft NDI as certified technician Level II is required.

Special Conditions

The ability to meet the vision standards specified in NAS 410 is required.

LEAD PLANS/SCHEDULING/DOCUMENTATION

CLASSIFICATION SUMMARY

As a working leader, assigns, coordinates and performs maintenance scheduling and documentation tasks and maintains the Core Automated Maintenance Systems (CAMS). Provides on-the-job leadership for scheduling/documentation personnel. Coordinates scheduling/documentation/data collection/CAMS activities with the Data Management Section Manager. Coordinates Scheduling/Documentation Section activities in the absence of the Manager.

DUTIES AND RESPONSIBILITIES

- A. Assigns work to the activities of aircraft/engine scheduler, documentation and data personnel.
- B. Plans and coordinates part and material requirements in coordination with Material Control Section personnel.
- C. Ensures the availability and use of maintenance instructions and related publications.
- D. Performs on-aircraft record maintenance and on-the-job tasks, as required.
- E. Attends maintenance planning meetings to provide information concerning maintenance status, workload, and problem areas.
- F. Receives, inspects, and updates records on all new aircraft, engines, and associated equipment.
- G. Ensures preparation of all records for aircraft or aircraft engine transfers.
- H. Ensures all automated reports are validated in accordance with technical orders.
- I. Monitors the projecting of time change requirements for aircraft, engines, and associated equipment.
- J. Directs expeditious updating of the CAMS.
- K. Establishes and controls reporting and administrative systems for all maintenance reports and correspondence in the Data Management area.
- L. Maintains data pertinent to the maintenance operation. Reviews data for significant trends, and identifies areas requiring investigation.
- M. Assists personnel in the maintenance activities in the interpretation and application of man-hour and maintenance data.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth knowledge of aircraft maintenance requirements and associated technical data is required. A working knowledge of the CAMS is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior aircraft maintenance scheduling, including three years in aircraft or engine record maintenance activities is required.

Special Conditions Leadership ability and the ability to communicate effectively is required.

LEAD PLASTIC MEDIA BLASTING

CLASSIFICATION SUMMARY

As a working leader, performs task and directs activities associated with paint/primer treatment removal ensuring the highest quality aircraft paint removal function with a high degree of safety. Provides on-the-job leadership and training for assigned personnel. Coordinated with section supervisors and managers to carry out duties in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates shop workload.
- B. Plans and procures shop material/supply requirements.
- C. Conducts strong effective safety program.
- D. Enforces the tool control, tech order and housekeeping programs.
- E. Develops, implements and maintains a preventative maintenance program for plastic media blast booth and equipment.
- F. Ensures availability of and compliance with applicable maintenance directives and technical publications.
- G. Instructs personnel in, and evaluates corrosion treatment removal.
- H. Conducts a strong FOD prevention program.

CLASSIFICATION QUALIFICATION

Knowledge

A thorough knowledge of plastic media blasting and other paint/primer treatment removal systems procedures and associated technical data is required.

Education

Completion of high school or equivalent, completion of specialized courses (can be substituted by commensurate experience), the ability to read, write English, and provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior in paint/primer treatment removal including at least one year of PMB is required.

Special Conditions

Good communication skills and leadership abilities are required.

LEAD PNEUDRAULIC/ BRAKE/TIRE

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks, and directs activities in the Pneudraulics Shop; ensuring highest quality aircraft maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor, as directed.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the shop work load and the dispatching of personnel, as required.
- B. Plans and coordinates shop material requirements with Material Control personnel.
- C. Conducts a strong FOD prevention program.
- D. Enforces the tool control, safety, and housekeeping programs.
- E. Ensures availability of, and compliance with, applicable maintenance directive and other technical publication data.
- F. Instructs personnel in and evaluates maintenance of aircraft hydraulics systems, brakes, and tires.
- G. Ensures completion of maintenance documentation.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the procedures and technical data used in maintaining aircraft pneudraulic system is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior aircraft pneudraulic system maintenance is required. Good communication skills and leadership ability is required.

LEAD QUALITY SUPPORT

CLASSIFICATION SUMMARY

As a working leader, assigns all Quality Support activities, ensuring the highest aircraft maintenance quality and safety and providing on-the-job leadership for Quality Support Inspectors.

DUTIES AND RESPONSIBILITIES

1. Monitors maintenance directives and procedures to ensure they are technically correct and quality support objectives are defined.
2. Established monthly inspection requirements in accordance with the provision of AETCI 21-101 and LMLM QS Plan and assigns duties to Quality Support Inspectors to meet requirements of the LMLM Quality Support plan.
3. Assist work center supervisors and leads with administering the compliance inspection program. Provide input form TIG briefs, reports and other trend analysis reports.
4. Reviews all inspection reports, and informs the Quality Support Branch Manager when adverse trends or potential problems are detected in the maintenance complex, and ensures adequate actions are taken to provide lasting corrective measures.
5. Reviews all incoming message, technical data, and documentation for applicability to assigned aircraft and support equipment.
6. Monitor the weight and balance program.
7. Monitors the material deficiency and technical order improvement reporting programs.
8. Provides required debriefings under the functional check flight program.
9. Coordinates with Wing Flying Safety and division maintenance personnel on AETC Form 645-4, Trend Data Reports, and other safety/maintenance reports.
10. Monitors the central technical order file.
11. Randomly observes and samples all activities to ensure compliance with company and AETC requirements.
12. Trains newly assigned quality control inspectors. Provides follow-on training to improve technical qualifications of all inspectors, including augmentees.
13. Conducts inspector performance evaluations for technical application.
14. Monitor the FOD program.

CLASSIFICATION QUALIFICATIONS

Knowledge

Extensive knowledge of the flight characteristics and operating capabilities of T-37 and T-38 aircraft is required. A keen understanding of the Quality Support and Safety programs is required. Must have thorough working knowledge of the Air Force and company Maintenance procedures.

Education

Completion of high school or equivalent is required. Completion of specialized weapons courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of 10 years of aircraft maintenance experience of which two years must be performed as a quality control inspector.

Special Conditions

The ability to communicate effectively, both orally and in writing, is required. Leadership ability is required. Must possess a temperament that will enable him/her to mediate between inspectors and other employees.

LEAD STRUCTURAL

CLASSIFICATIONS SUMMARY

As a working leader, performs maintenance tasks and directs activities in the Structural Repair Shop; ensuring highest quality aircraft maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and supervisors to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor, as directed.

DUTIES AND RESPONSIBILITIES

1. Plans and coordinates the shop work load and the dispatching of personnel, as required.
2. Plan and coordinates part and material requirements with material control personnel of the Support Service Department.
3. Conducts a strong FOD prevention program.
4. Enforces the tool control, safety, and housekeeping programs.
5. Enforces a strong corrosion control program.
6. Ensures the availability of and compliance with applicable maintenance directive and technical publication data.
7. Performs on-aircraft maintenance and on-the-job training tasks, as required.
8. Informs Maintenance Control Branch personnel of maintenance status, work load, and problems encountered.
9. Ensures completion of maintenance documentation.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of aircraft structural repair techniques is required. A working knowledge of the types of metal and fasteners used in aircraft repair is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior aircraft structural repair experience is required.

Special Conditions

Good communication skills and leadership ability is required.

LEAD SURVIVAL EQUIPMENT

CLASSIFICATION SUMMARY

As a working leader, performs maintenance tasks and directs activities in the Survival Equipment Shop, ensuring highest quality parachute/life preserver maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with branch manager and supervisor to carry out duties in an effective and efficient manner. Coordinates section activities in the absence of the supervisor as directed.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the shop work load and the dispatching of personnel, as required.
- B. Plans and coordinates shop material requirements with material Control personnel.
- C. Conducts a strong Explosive Safety Program.
- D. Enforces the tool control, safety, and housekeeping programs.
- E. Ensures the availability of and compliance with applicable maintenance directive and other technical publication data.
- F. Instructs personnel in, and evaluates, survival equipment system maintenance and rigging.
- G. Ensures compilation of maintenance documentation, also Core Automated Maintenance Systems (CAMS).
- H. Performs trend analysis and coordinates survival equipment activities with U.S. Air Force (AETC).

CLASSIFICATION QUALIFICATION

Knowledge

A thorough knowledge of survival equipment system maintenance procedures and associated technical data is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses, the ability to read, write, and to provide interpretation of technical data is required.

Experience

A minimum of five years experience in survival equipment maintenance system is required.

Special Conditions

Good communication skills and leadership ability is required.

LEAD WELDING MACHINE

CLASSIFICATIONS SUMMARY

As a working leader, performs maintenance tasks and directs activities in the Welding/Machine Shop; ensuring highest quality aircraft maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and supervisors to carry out duties in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the dispatching of personnel, as required.
- B. Plan and coordinates part and material requirements with material control personnel.
- C. Conducts a strong FOD prevention program.
- D. Ensures the availability of and compliance with applicable maintenance directives and other technical publication data..
- E. Enforces the tool, safety and housekeeping programs.
- F. Performs on aircraft maintenance and on-the-job training tasks, as required.
- G. Informs maintenance control branch personnel of maintenance status, work load and problems encountered.
- H. Ensures completion of maintenance documentation.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough, working knowledge of shop practices/operations is required.

Education

Completion of high school or the equivalent and specialized courses is required. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of three years of experience of which two years must be a senior in the welding or machine shop is required.

LEAD WORKLOAD CONTROL

CLASSIFICATION SUMMARY

As a working leader, monitors the overall implementation of the daily maintenance and flying schedules, as well as the sortie and unscheduled maintenance production efforts. Monitors the performance of subordinates and ensures that all required coordination with other agencies is effected. During periods of contingency tasking, assumes increased responsibility for the maintenance effort.

DUTIES AND RESPONSIBILITIES

- A. Monitors aircraft status as well as the status of scheduled and unscheduled maintenance requirements.
- B. Assures coordination with the Training Operations Center (TOC) for all delays, which affect aircrew dispatch.
- C. Ensures accurate documentation of flying schedule deviations.
- D. Ensures specialist dispatch is closely monitored.
- E. Ensures controllers enforce radio discipline.
- F. Coordinates and verifies parts requirement for aircraft MICAP conditions.
- G. Selects cannibalization donors, and when authorized, approve cannibalization.
- H. Monitor Hangar Queen aircraft and provides hangar Queen data to HQ AETC.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the organization of the maintenance complex, the maintenance management system, the responsibilities of each support organization and its capabilities, and the Core Automated Maintenance System (CAMS).

Education

Completion of high school or equivalent, the ability to read, write, and interpret publications and directions is required.

Experience

A minimum of three years of experience of which two years must be performed as a senior experience as a workload controller is required.

Special Conditions

The ability to communicate effectively, both orally and in writing, is required.

MAINTENANCE DATA ANALYST

CLASSIFICATION SUMMARY

Collects and collates maintenance data in support of the Aircraft Maintenance Program. Provides Data of aircraft systems, utilization, maintenance history and other reports as required. Serves as advisory on matters concerning maintenance automated data system. Maintains historical data for use in trend analysis.

DUTIES AND RESPONSIBILITIES

1. Compiles maintenance data for use in report and maintenance summaries.
2. Provides weekly/monthly reports and summaries as required by maintenance managers and AETC HQ analysis sections..
3. Provides required information not already available in other reports, assist in recognizing, understanding and correlating existing data to meet requirements. Provide maintenance managers customized report as required.
4. Collects and maintains the necessary data pertinent to the maintenance operation.
5. Prepares summaries, briefings and presentations as required or requested.
6. Collects and compiles scheduling deviation data for aircraft or equipment.
7. Prepares the monthly maintenance management evaluation report (AETCI 21-105, Logistics Quality Performance Measures Reporting Procedures) and the weekly logistics indicator report.
8. Develops annual and monthly attrition factors for weather, maintenance, supply, operations and other variables into a total attrition factor (AETCI 21-104).
9. Assists management in determining specific requirements for new types of data reports necessary to support the maintenance effort.
10. Develops computer spreadsheets and presentations using existing computer software.
11. Assists ADP users with systems problems.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of Air Force Data systems. A working knowledge of Air Force Technical data systems.

Education

Completion of high school or equivalent is required. Completion of specialized courses in maintenance analysis is required. Ability to read and write and interpret technical data is required.

Experience

A minimum of two years of experience in the maintenance analysis field.

Special Conditions

Must be able to generate data to produce clear concise specialty reports as requested. Must be able to compute statistics, separate data and generate reports from available data. Must have mathematical computation ability. Must have a working knowledge of all existing PC computer software. Must be able to operate duplicating equipment. Must be able to read, speak, write legibly and understand the English language.

NDI SPECIALIST, LEVEL I

CLASSIFICATION SUMMARY

Under minimum supervision, performs oil analyses and evaluations of fluid-lubricated systems to determine mechanical wear and impending failure of aircraft engine components in order to prevent serious malfunctions. Assists in NDIs on aircraft, engine components and ground support equipment.

DUTIES AND RESPONSIBILITIES

- A. Performs oil analyses for assigned aircraft. Evaluates results, and makes recommendation; maintaining up-to-date records of results.
- B. Performs oil analyses of transient aircraft, as required, and notifies home base personnel of results.
- C. Performs a daily standardization of the spectrometer.
- D. Calibrates the spectrometer as required, using known metal wear standards, technical order procedures, and acceptable range indices.
- E. Performs analyses of monthly correlation test samples used in monitoring the accuracy and analytical capability of the OAP lab.
- F. Performs minor and periodic maintenance of the spectrometer as required by applicable technical orders.
- G. Notifies maintenance sections of all special sampling requirements, and coordinates, as necessary, to ensure that oil samples are submitted.
- H. Ensures that the appropriate forms are accurately completed.
- I. Uses charts and publications in evaluating metal wear concentrations, and make appropriate recommendations to the maintenance sections.
- J. Orders parts and supplies to support the OAP.
- K. Assist in NDIs on aircraft, engine components and ground support equipment using eddy current, liquid penetrate, magnetic particle, radiographic, ultrasonic and visual methods as specified by Level II or Level III personnel.
- L. Ensures parts are properly cleaned prior to inspection and posts parts after inspection.
- M. Participates in the development and documentation of NDI techniques.
- N. Participates in the training activities.
- O. Performs operation and maintenance of assigned NDI equipment.
- P. Complies with section safety, tool control and FOD programs.

CLASSIFICATION QUALIFICATIONS

Knowledge

Must know the practical aspect of the certified NDI method, and be able to operational-type testing under the guidance of, and using techniques specified by, Level II and Level III personnel. Must be capable of setting up NDI equipment for testing, under the direction of Level II or Level III personnel. A working knowledge of jet engines and their oil-lubricates systems is required.

Education

Completion of high school or the equivalent is required. Training in NDI is desired; Spectrometric Oil Analysis is required.

Skills and Qualities

Must possess the hand/eye coordination to conduct manually articulated inspections, must be able to read, comprehend, and follow technical order pertaining to NDI, and to assimilate information provided during training.

Experience

No experience is required.

Special Conditions

Qualification to perform inspections under each of the methods in which certification is obtained, is required. Must be able to pass the general specific and practical tests as required by NAS 410 for Level I performance. Must also be able to meet the vision standards as specified by NAS 410.

NDI SPECIALIST, LEVEL II

CLASSIFICATION SUMMARY

Performs non-destructive inspections of aircraft, engines, and ground support equipment. Assists in the training of assigned personnel.

DUTIES AND RESPONSIBILITIES

- A. Performs NDIs of aircraft, engines components, and ground support equipment, using eddy current, liquid penetrant, magnetic particle, radiographic, ultrasonic, and visual inspection methods develops, processes, and interprets radiographs.
- B. Participates in the development and documentation of new NDI techniques.
- C. Performs and monitors NDI testing, including that associated with TCTO related inspections, in accordance with applicable technical data.
- D. Informs maintenance personnel to the extent and location of each defect detected during NDI activities.
- E. Documents each defect on the applicable form(s), specifying the extent and location.
- F. Conducts the OJT training of assigned personnel; using demonstrated/performance type training methods.
- G. Assists in evaluating the proficiency of NDI personnel for certification purposes.
- H. Implements process controls, and performs operator maintenance of assigned NDI equipment.
- I. Assists the NDI lead in monitoring compliance with the safety, housekeeping, tool control, and FOD prevention programs.
- J. In the absence of the lead, performs the duties of the lead person is required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the cleaning and any other necessary preparation of the parts before or after inspection is required. Must be qualified to direct and carry out tests in the method certified. Shall be thoroughly familiar with the scope and limitations of the methods used. Shall know practical theory, be familiar with, and be able to use manuals and source books for assistance in utilizing techniques. Must be aware of the need for, and limitations of, reference standards. Knowledge of all types and location of expected defects for the fabrication methods used to make the parts is also required.

Education

Completion of high school or the equivalent is required. Ability to pass and sustain a Level II Certification, and graduation from the U.S. Air Force NDI school or equivalent is required.

Skills and Qualities

The ability to set up and calibrate equipment and to read, interpret, and evaluate indications, is required. The ability to apply detailed techniques to products or parts and to organize and report test results is required. The ability to communicate effectively, both verbally and in writing, is required. The ability to instruct and to evaluate the skill and knowledge levels attained by NDI personnel is required.

Experience

The amount of experience stated for each of the following NDI testing methods listed below, is required.

- | | |
|----------------------|---------|
| A. Eddy current | 2 years |
| B. Magnetic particle | 1 year |
| C. Liquid penetrant | 1 year |
| D. Radiographic | 2 years |

E. Ultrasonic

2 years

Six months of experience in oil analysis is desired.

Special Conditions

Qualification to direct and perform inspections, under each of the methods in which certification was obtained, is required. The ability to meet the vision standards specified in NAS 410 is required.

PLASTIC MEDIA BLASTING SPECIALIST

CLASSIFICATION

Performs all tasks associated with aircraft panel removal and installation in preparation for paint/primer treatment removal, actual removal, re-assembly, to return the aircraft to ready status in accordance with all applicable technical directives.

DUTIES AND RESPONSIBILITIES

- A. Operates portable fire fighting equipment when required.
- B. Operates PMB equipment.
- C. Manually removes corrosion treatment from aircraft surfaces.
- D. Performs daily servicing and prior to use preventive maintenance on PMB booth.
- E. Assists in the handling and disposal of chemical/hazardous waste.
- F. Practices good housekeeping/FOD control at all times.
- G. Assist senior in repair/servicing/maintaining of PMB booth.
- H. Enters required data in CAMS and maintenance forms.
- I. Removes and reinstalls panels to comply with corrosion treatment removal.

CLASSIFICATION QUALIFICATIONS

Knowledge

Knowledge of paint/primer treatment removal either manually or by plastic media blasting is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. Ability to pass corrosion control course within 6 months is required.

Experience

One year experience in corrosion control and/or aircraft cleaning is required.

Special Conditions

Physically able to wear respiratory air breathing devices for extended periods is mandatory.

Must be able to pass occupational physical.

PNEUDRAULIC/BRAKE/TIRE SPECIALIST

CLASSIFICATION SUMMARY

Repairs and tests aircraft pneudraulic components, test equipment, brakes and tires with minimum supervision. Reads and comprehends local directives and technical orders. Coordinates activities with senior shop personnel.

DUTIES AND RESPONSIBILITIES

1. Uses schematics, drawings and charts to troubleshoot assigned systems.
2. Practices safe work habits and good housekeeping
3. Performs routine maintenance of aircraft pneudraulic components
4. Inspects, overhauls and tests brake assemblies.
5. Inspects, overhauls and tests tire and wheel assemblies.
6. Fabricates hose assemblies, tubing, and cables.
7. Conforms with tool control program.
8. Uses technical order publications and maintenance data forms.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

Must possess a working knowledge of aircraft pneudraulic components, brakes and tires. Must be able to read and interpret applicable technical data.

Education

High school diploma or equivalent is required. Completion of specialized courses is desired.

Experience

Minimum of two years experience in aircraft pneudraulic components is required

SCHEDULER, AIRCRAFT/ENGINE

CLASSIFICATION SUMMARY

Forecasts, plans, and initiates schedules for the maintenance of assigned aircraft, engines, and equipment.

DUTIES AND RESPONSIBILITIES

- A. Compiles all information needed for the weekly flying schedules and the weekly and monthly maintenance plans. Coordinates the production and distribution of plans and schedules.
- B. Initiates the daily flying schedule, using the appropriate flying rates in forecasting periodic inspection.
- C. Schedules aircraft/engines and associated equipment through all phases of maintenance.
- D. Schedules corrosion control requirements (washing and painting).
- E. Schedules aircraft for the correction of delayed discrepancies, and updates the Delayed Discrepancy Listing.
- F. Initiates aircraft/engine periodic inspection packages, monitors inspection activity, records all maintenance requirements/delays, and updates inspection data through the Core Automated maintenance System (CAMS).
- G. Maintains status records of aircraft/engine TCTO compliance and kit requirements to enable timely compliance and efficient use of resources.
- H. Coordinates with Quality Support personnel in the scheduling of weight and balance.
- I. Conducts the weekly predock meetings, and attends the daily planning meeting in the absence of the senior aircraft/engine scheduler.

CLASSIFICATION SUMMARY

Knowledge

A working knowledge of applicable regulations is required. A working knowledge of the CAMS is desired.

Education

Completion of high school or equivalent is required. The ability to read and write and to interpret instruction is required.

Experience

A minimum of two years experience in scheduling maintenance, inspections, and TCTOS for aircraft/engines.

SENIOR AIRCRAFT WASHER

Performs aircraft/parts washing and cleaning. Assists in providing on-the-job training and leadership for shop personnel. Aircraft washing and cleaning will be closely monitored by senior corrosion control personnel with an overall objective of improving the appearance of assigned aircraft and equipment.

DUTIES AND RESPONSIBILITIES

1. Operates portable fire fighting equipment.
2. Performs aircraft and equipment washing and cleaning per applicable technical directives.
3. Assists in aircraft/equipment surface preparation, as required, by washing.
4. Assists and instructs less skilled personnel in correct maintenance procedures on assigned aircraft and related equipment.
5. Completes maintenance data forms both manual and automated.
6. Practices and ensures good tool control and housekeeping at all times.
7. Assists work center lead person, as required.
8. Assist in towing aircraft as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

Must possess a working knowledge of corrosion theory and applicable technical data. Must have knowledge of applicable material and safety precautions utilized by aircraft wash personnel.

Education

High school diploma or equivalent is required. Completion of specialized courses is desired. Must have ability to pass U.S. air force corrosion control course.

Experience

Two years experience in corrosion control and/or aircraft cleaning is required.

SENIOR AGE MECHANIC MISSION SUPPORT

CLASSIFICATION SUMMARY

Repairs and maintains assigned support equipment, providing technical expertise in the operation, repair and safety of equipment. Coordinates shop requirements with the AGE lead person as necessary. Repairs and maintains Company vehicles.

DUTIES AND RESPONSIBILITIES

- A. Uses maintenance instructions and technical data in inspecting, maintaining, and repairing assigned equipment.
- B. Uses drawings and blueprints in repairing assigned equipment.
- C. Detects and treats corrosion.
- D. Assists and instructs less skilled personnel in use of the correct maintenance procedures.
- E. Completes maintenance data forms.
- F. Orders materials and supplies as required.
- G. Maintains shop tools IAW applicable directives.
- H. Operates portable fire-fighting equipment.
- I. In the absence of the lead, performs the duties of the lead person as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of AGE/Vehicle repair procedures is required. A working knowledge of maintenance instructions and other applicable U.S. Air Force technical data is required. A working knowledge of the use of special tools and of the requirements for maintaining specific systems used in job performance is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years in the maintenance of powered AGE is required. Experience in the maintenance of diesel-fueled equipment is required. Knowledge of vehicle maintenance is desired.

Special Conditions

Good Communications skills and leadership ability is required.

SENIOR AIRCRAFT MECHANIC

CLASSIFICATION SUMMARY

Assists the lead person is supervising the maintenance activities of assigned personnel. Coordinates maintenance efforts with other mechanics, the lead person, and supervisory personnel to ensure the timely return of aircraft to mission-capable status. Applies senior level expertise in the maintenance of T-38/T-37/AT-38 aircraft.

DUTIES AND RESPONSIBILITIES

1. Performs inspection, maintenance, and troubleshooting tasks on aircraft systems and components. Informs the lead person of discrepancies, repairs, and possible delays. Requests and schedules specialist support as necessary.
2. Uses and ensures the use of technical data in all aspects of aircraft maintenance.
3. Ensures that all necessary documentation is completed as required by U.S. Air Force and company directives.
4. Performs operations, functional, and rig checks on T-37/T-38/AT-38 flight controls, landing gear, and throttle control systems as required. Also performs run and trim and operational checks of J-85/J-69 engines as necessary. Removes and replaces engines as necessary.
5. Within his qualifications, conducts inspections of aircraft and system maintenance to ensure quality and completeness.
6. Operates ground support equipment; uses the special tools/fixtures applicable to maintenance of the assigned aircraft.
7. Performs all aircraft servicing and inspection tasks necessary to return aircraft to mission-capable status.
8. Participates in and enforces compliance with established FOD prevention, housekeeping, tool control, and safety programs.
9. Researches and requisitions parts and components, and determines the reparability and serviceability of parts and components.
10. Coordinates maintenance activities with Maintenance Control functional. Keeps Maintenance Control informed of aircraft status and mission progression.
11. In coordination with the section supervisor and the training specialist, provides on-the-job training of new employees.
12. Reviews aircraft records to ensure that required maintenance has been performed, that hourly and calendar tracked events are current, and that all associated documentation has been completed.
13. In the absence of the lead person, performs duties of the lead person as required.
14. Within qualifications, assist in loading and unloading of munitions as required.
15. Within qualifications, will perform on end of runway duties as required, and assist armament/weapons team as required.

CLASSIFICATION SUMMARY

Knowledge An in-depth knowledge of the assigned aircraft is required. A thorough working knowledge of applicable technical publications is required.

Education Completion of high school or equivalent and completion of specialized courses is required. The ability to read and write, and to interpret technical data and special operating instructions is required.

Experience A minimum of four years of applicable aircraft maintenance experience is required.

Special Conditions The ability to communicate effectively, both verbally and in writing, is required. Leadership ability is required.

SENIOR AIRCRAFT MECHANIC TRANSIENT ALERT

CLASSIFICATION SUMMARY

Performs transient aircraft maintenance and crash-recovery tasks. Monitors the activities and instructs subordinate aircraft mechanics in the procedures to be applied in routine transient aircraft servicing and maintenance.

DUTIES AND RESPONSIBILITIES

- A. Plans and works within established schedules, reassigning personnel as necessary to facilitate task completion.
- B. Instructs subordinate mechanics in all aspects of aircraft servicing and maintenance.
- C. Parks, services, inspects, and makes necessary repairs to transient aircraft.
- D. Operates support equipment; performs system troubleshooting tasks; services the aircraft fuel, oil, pneumatic/hydraulic, air-conditioning, nitrogen, and breathing oxygen systems in accordance with applicable directives.
- E. Installs chocks, ground wires, and drogue chutes; positions boarding ladders/ramps.
- F. Serves as a member of the crash-recovery team; assist crane operator during crash-recovery operations, as required.
- G. In the absence of the lead, performs the duties of the lead person, as required.
- H. Must be able to obtain a Security Clearance and Flight Line Driving License.

CLASSIFICATION QUALIFICATIONS

Knowledge

A broad knowledge of aircraft maintenance operations and U.S. Air Force, Army, Navy, and Marine Corps technical publications applicable to aircraft maintenance is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data on a variety of aircraft is required.

Experience

Five years of experience in aircraft maintenance, including two years in flight line operations, is required. Experience in transient aircraft is desired.

Special Conditions

A pleasant personality and the ability to deal courteously and effectively with military and government personnel is required. The self-discipline necessary in handling unusual and demanding requests involving time and services is required. Leadership ability is required. Appearance and conduct of the highest standards is required. The ability to meet the requirements for a security clearance and certification for driving on the ENJJPT ramp, taxiways and runways is required.

SENIOR ARMAMENT SPECIALIST

CLASSIFICATION SUMMARY

Performs weapons aircraft maintenance and armament shop tasks. Monitors the activities and instructs subordinate weapons mechanics in the procedures applied in routing aircraft servicing and maintenance. Coordinates activities with the shop lead person.

DUTIES AND RESPONSIBILITIES

1. Performs inspection, maintenance, and troubleshooting tasks on weapons systems and components, and assists on aircraft as needed.
2. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned weapons systems.
3. Enforces the tool control, FOD prevention, weapons safety, safety, and housekeeping programs.
4. Maintains proficiency and qualifications as the Weapons Lead Certifying Official and performs duties and responsibilities of the shift Explosive Safety Officer or Alternate Explosive Safety Officer.
5. In the absence of the shop lead person, performs the duties of the lead person as required.
6. Ensures all necessary documentation is completed as required by U. S. Air Force and company directives.
7. Assists in the performance of aircraft ground operations for launch/recover/servicing tasks.
8. Performs organizational and intermediate maintenance on armament pylons, bomb racks, bomb and rocket dispensers, optical sight, AVTR HUD, Aircraft Boresight and Harmonization, and aircraft weapons systems to include inspection repair, and modifications as directed by technical data.
9. Operates ground equipment and orders parts and supplies as needed.
10. Within his qualifications, performs aircraft conditional inspections.
11. Within qualifications, conducts inspections of aircraft and weapons systems maintenance to ensure quality and completeness.
12. Reviews aircraft records to ensure maintenance has been performed hourly and calendar tracked events are current, and all associated documentation has been completed.

CLASSIFICATION QUALIFICATIONS

Knowledge

An in-depth knowledge of aircraft weapons system maintenance procedures and a thorough working knowledge of applicable technical publications is required.

Education

Completion of high school or equivalent is required. Completion of specialized weapons courses is required. The ability to read, write English, and interpret technical data and special operating instructions

Experience

A minimum of four years applicable aircraft/armament shop maintenance experience is required. Prefer AT-38 experience.

Special Conditions

Leadership ability, including the ability to communicate effectively in English, both verbally and in writing, is required.

SENIOR AVIONICS SPECIALIST (FLIGHT LINE)

CLASSIFICATION SUMMARY

Maintains communications/navigation instrument systems in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with senior shop personnel as required.

DUTIES AND RESPONSIBILITIES

- A. Maintains and inspects comm/nav and instrument systems.
- B. Operates ground support equipment.
- C. Uses technical orders in isolating faults and repairing assigned equipment.
- D. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned systems.
- E. In the absence of the shop lead person, performs the duties of the lead person, as required.
- F. Open and close aircraft panels to include AT/T-38 windscreens to perform specialist maintenance.
- G. Enforces the tool control, safety, and housekeeping programs.
- H. Conducts a strong FOD prevention program.
- I. Completes maintenance data forms and CAMS.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

A working knowledge of aircraft comm/nav and instrument system is required. The ability to interpret and apply information on schematic diagrams, drawings, and charts for faults isolation and repair of assigned systems and system subassemblies is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write and to interpret technical data is required.

Experience

A minimum of four years experience in the repair of aircraft comm/nav and instrument systems is required. Experience will include troubleshooting systems to component level and repairing mechanical and electro-mechanical components. Also, experience will include repairing line replaceable units to component level (i.e., conductor repair and component removal and replacement to include applicable soldering procedures and precautions).

Special Conditions

Leadership ability, including good communication skill is required.

SENIOR AVIONICS SPECIALIST (IN-SHOP)

CLASSIFICATION SUMMARY

Order parts and repairs avionics system components in accordance with technical data requirements. Performs tasks under minimum supervision. Coordinates maintenance activities with avionics shop leadman, senior as required.

DUTIES AND RESPONSIBILITIES

1. Performs in-shop repairs of avionics components.
2. Maintains and inspects comm/nav and instrument systems and equipment.
3. Operates ground support equipment.
4. Uses technical orders in isolating faults and repairing assigned equipment.
5. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned systems.
6. In the absence of the shop lead person, performs the duties of the lead person, as required.
7. Makes necessary repairs, replaces subassemblies and makes adjustments as indicated during the troubleshooting phase.
8. Insures housekeeping, tool control, CAMS inputs, safety, supply discipline, hazardous waste and technical order control, use, and posting are accomplished in accordance with governing directives and technical orders.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

A working knowledge of aircraft comm/nav and instrument system is required. The ability to interpret and apply information on schematic diagrams, drawings, and charts for faults isolation and repair of assigned systems and system subassemblies is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write and to interpret technical data is required.

Experience

A minimum of four years experience in the repair of aircraft comm/nav and instrument systems is required. Experience will include troubleshooting systems to component level and repairing mechanical and electro-mechanical components. Also, experience will include repairing line replaceable units to component level (i.e., conductor repair and component removal and replacement to include applicable soldering procedures and precautions).

Special Conditions

Leadership ability, including good communication skill is required.

SENIOR COMPUTER SYSTEMS SPECIALIST III

CLASSIFICATION SUMMARY

Maintains Automated Maintenance Systems (AMS) and is the point of contact on all matters AMS.

DUTIES AND RESPONSIBILITIES

- A. Ensures proper maintenance of the AMS database in accordance with applicable directions.
- B. Solves AMS-related problems beyond the capability of functional users.
- C. Controls and monitors the submission of all AMS difficulty reports.
- D. Evaluates local suggestions affecting AMS.
- E. Maintains the capability to expand the AMS database. *
- F. Serves as the control point within the maintenance complex for the Air Force Online Data and the Query Language Processor Systems.
- G. Ensures periodic reports are forwarded in compliance with applicable directives.
- H. Coordinates on all matters concerning interfacing of associated automated systems.
- I. Coordinates with all affected activities concerning the loading of the new releases, special programs, and changes.
- J. Conducts on-the-job training of AMS users, as required.
- K. Ensures AMS users are informed of all transaction identifier codes.
- L. Notifies all AMS users of unscheduled down time.
- M. Serves as the equipment custodian for all Automated Data Processing Equipment (ADPE).
- N. Coordinates distribution of PCS software and hardware updates and upgrades..
- O. Coordinates with the Defense Mega Center (DMC).
- P. Ensures that AMS users are aware of problems associated with their subsystems, including those addressed in System Advisory Notices (SANs).
- Q. Develops procedures for the coordination and control of all requirements for background programs.
- R. Coordinates and controls recovery for the AMS files.
- S. Coordinates/publishes preventive maintenance schedules for AMS equipment down time.
- T. Serves as advisor to the senior manager on all matters affecting the AMS or its capabilities.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

Extensive knowledge of the AMS Automated Maintenance System is required. A thorough knowledge of the methods of detecting and correcting AMS errors and linkage problems is required. A working knowledge of the applicable USAF technical data is required.

Education

Completion of USAF System Specialist Course is required. Completion of high school or equivalent, is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of three year of experience in the maintenance database manager field is required.

Special Conditions

The ability to solve AMS -related problems beyond the capability of functional users is required. Clarity of expression, both verbal and written, is required. The ability to establish and maintain harmonious working relationship with AFNCC and DMC personnel is required.

SENIOR CORROSION CONTROL SPECIALIST

CLASSIFICATION SUMMARY

Strips, pre-treats, and paints aircraft and parts in accordance with the requirements specific in applicable technical manuals. Applies corrosion treatment/removes corrosion by chemical and mechanical means. Assists the Corrosion control Shop lead person in the training and direction of shop personnel.

DUTIES AND RESPONSIBILITIES

- A. Detects and treats corrosion; inspects aircraft and equipment for corrosion during scheduled and unscheduled inspections. Removes, prepares, treats, and applies protective coating/paint, and maintains coating/paint systems on Air Force systems/components.
- B. Assists in ordering supplies and maintaining bench stock levels.
- C. Enforces the tool control, FOD prevention, safety, and housekeeping programs.
- D. Wears the appropriate safety equipment for corrosion treatment and painting operations.
- E. Assists and instructs less skilled personnel in use of the correct maintenance procedures.
- F. Completes aircraft maintenance forms and equipment forms as required both manual and automated.
- G. Disposes of spent chemicals/hazardous waste in accordance with base regulations and company policies.
- H. Assist the work center lead person as required.
- I. In the absence of the lead person, performs the duties of the lead person as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of corrosion treatment and prevention methods is required. Also, a working knowledge of paint/primer removal and application procedures is required. Knowledge of base, federal and company procedures for the handling and disposal of hazardous waste materials is also required.

Education

Completion of high school or equivalent is required. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of five years of experience in aircraft corrosion control with at least three years removing/applying aircraft paint/primer.

Special Conditions

Leadership ability and good communication skill are required. When using a respirator, must be able to obtain a good face piece-to-face seal. The ability to pass occupational physical is required.

SENIOR DISTILLATION SPECIALIST

CLASSIFICATION SUMMARY

Oversees the operation of the distillation unit. Coordinates unit activities with the Environmental Safety and Health Supervisor to process hazardous waste in accordance with unit operating instructions, applicable technical manuals, and federal/state laws concerning hazardous waste. Performs preventive and periodic user maintenance on distiller.

DUTIES AND RESPONSIBILITIES

1. Operates distillation unit including loading and unloading of chemical wastes and reclaimable products.
2. Transports chemicals/wastes to and from all shops and collection points that have material for processing. Operates forklift and other equipment as necessary to move waste barrels.
3. Services vats that use chemicals to include proper cleaning and disposal of hazardous wastes.
4. Generates and applies appropriate labels for recycled and waste products.
5. Assists in the disposal of wastes to Defense Reutilization and Marketing Office (DRMO).
6. Inspects hazardous waste accumulation points and distillation unit facility.
7. Wears personal protective equipment as required.
8. Operates portable fire fighting equipment.
9. Practices good housekeeping and spill prevention techniques at all times.
10. Maintain logs and records in accordance with company operating procedures and applicable state and federal regulations to include updating technical orders and material safety data sheets.
11. Coordinates/develops distillation unit schedules for all users.
12. Performs routine maintenance of distillation equipment.
13. Researches substitute chemicals for replacement of Class I ODC and EPA 17 listed toxic chemicals.
14. Trains both internal and external users on proper use of distillation unit and all required tasks.
15. Inspects and documents the storage and handling of hazardous waste on the contract.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of and ability to maintain and operate distillation units is required. Knowledge of Material Safety Data Sheets (MSDS) and their use/upkeep, applicable technical manual, federal/state laws concerning hazardous materials use and disposal is required.

Education

Completion of high school or equivalent is required. Must be able to read, write, and understand English. Familiarity with federal, state, OSHA, Air Force, and local environmental ordinances relative to distilling is required.

Experience

Prior distillation maintenance and operation is required. Must possess or be able to obtain a forklift operator's certificate.

Special Conditions

Heavy lifting and prolonged standing is required. Must be able to wear breathing respirator apparatus. Must be physically capable to safely move heavy barrels. Must be able to pass respirator physical. Must safely move barrels/containers utilizing various transportation mediums (i.e. forklifts, dollies, etc.).

SENIOR EGRESS SPECIALIST

CLASSIFICATIONS SUMMARY

Performs aircraft egress system maintenance tasks, providing highest quality expertise. Assists in providing on-the-job training and leadership for shop personnel. Coordinates activities with the Egress Shop lead person.

DUTIES AND RESPONSIBILITIES

1. Performs maintenance and inspections of aircraft egress systems.
2. Assists in canopy rigging/fitting tasks and inspections of canopy drive and locking systems.
3. Operates ground support equipment.
4. Uses technical data in isolating malfunctions of and repairing assigned systems.
5. Performs after-maintenance inspections of assigned systems.
6. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned systems.
7. In the absence of the shop lead person, performs the duties of the lead person as required.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

A thorough working knowledge of aircraft egress and canopy rigging/locking systems and of U.S. Air Force technical orders and regulations pertaining to egress systems is required.

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of four years of experience in aircraft egress system maintenance/repairs is required.

Special Conditions

Good communications skills and leadership ability are required.

**SENIOR ELECTRICAL SPECIALIST
(IN-SHOP)**

CLASSIFICATION SUMMARY

Performs and directs the troubleshooting and repair of electrical/battery systems and repair and alignment of all electrical components. Coordinates activities with the shop lead person.

DUTIES AND RESPONSIBILITIES

- B. Maintains and inspects electrical/battery systems.
- B. Uses technical orders in isolating faults and repairing assigned equipment.
- C. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned systems.
- D. Enforces the tool control, safety, and housekeeping programs.
- E. Conducts a strong FOD prevention program.
- F. Completes maintenance data forms and CAMS.
- G. In the absence of the shop lead person, performs the duties of the lead person as required.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

An excellent working knowledge of aircraft electrical systems and component maintenance is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write and to interpret technical data is required.

Experience

A minimum of four years of aircraft electrical experience is required.

SENIOR ELECTRICAL SPECIALIST (FLIGHTLINE)

CLASSIFICATION SUMMARY

Performs and directs the troubleshooting and repair of electrical/battery systems and repair and alignment of all electrical components. Coordinates activities with the shop lead person.

DUTIES AND RESPONSIBILITIES

1. Maintains and inspects electrical/battery systems.
2. Operates ground support equipment.
3. Uses technical orders in isolating faults and repairing assigned equipment.
4. Assists and instructs less skilled personnel in use of the correct maintenance procedures for assigned systems.
5. Open and close aircraft panels to include AT/T-38 windscreens to perform specialist maintenance.
6. Enforces the tool control, safety, and housekeeping programs.
7. Conducts a strong FOD prevention program.
8. Completes maintenance data forms and CAMS.
9. In the absence of the shop lead person, performs the duties of the lead person as required.

CLASSIFICATIONS QUALIFICATIONS

Knowledge

An excellent working knowledge of aircraft electrical systems and component maintenance is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write and to interpret technical data is required.

Experience

A minimum of four years of aircraft electrical experience is required.

SENIOR ENGINE MECHANIC

CLASSIFICATION SUMMARY

Maintains J69/J85 aircraft engines at the highest quality and safety standards. Maintains and assists in maintenance and troubleshooting of engine related problems. Makes all proper entries in the aircraft maintenance records (781s). Directs and assists in the training of assigned employees.

DUTIES AND RESPONSIBILITIES

- A. Disassembles, inspects, and reassembles J69/J85 aircraft engines and engine components, as required, in the performance of scheduled and unscheduled maintenance tasks. Removes and installs T-37 and T-38 aircraft engines.
- B. Conducts in-process inspections of the work of other engine mechanics.
- C. Enforces use of the applicable work cards and technical data
- D. Enforces and accomplishes correct engine rigging procedures for both installed and uninstalled engines (J69 & J85), and required operational checks of installed engines in both T-37 and T-38 aircraft.
- E. Completes and/or checks all paperwork/CAMS entries associated with the cleaning and ordering of parts. Makes and/or checks proper entries required in the aircraft maintenance records (781s) for engine maintenance and troubleshooting actions.
- F. Within his/her qualifications, conducts inspections of engine and aircraft maintenance to ensure quality and completeness.
- G. Enforces compliance with tool control, safety, housekeeping, and FOD prevention programs.
- H. Enforces compliance with all maintenance data requirements within his/her qualifications, and conducts inspections of engine and aircraft maintenance to ensure quality and completeness.
- I. Maintains special tools and support equipment.
- J. assists in the training assigned engine mechanics or trainees as required.
- K. In the absence of the section lead person, performs the duties of the lead person, as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of J69/J85 engine maintenance and of the use of technical orders, code manuals, and inspection work cards is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of two years of experience as an engine mechanic is required.

Special conditions

Good communication skills and the ability to instruct and supervise the activities of others is required. Also, senior engine mechanics assigned to the test cell must be certified to run J-85 and J-69 engines on AF 32/T4 test cells. Additionally, when decentralized they will remove and replace boattails, raise and lower windscreens, and position aircraft on the sound suppresser/hush house or the trim pad.

SENIOR ENVIRONMENTAL SPECIALIST

CLASSIFICATION SUMMARY

Performs maintenance tasks, and directs the repair and testing of aircraft, engine environmental system components, pneudraulic, and mechanical/electrical system components ensuring highest quality maintenance performance and safety. Provides on-the-job training for assigned personnel. Coordinates with Maintenance Control personnel and the section supervisor, as required.

DUTIES AND RESPONSIBILITIES

1. Repairs/tests environmental system components.
2. Performs functional checks/repairs, as authorized, on aircraft oxygen system components.
3. Repairs/tests selected components from pneudraulic and mechanical/electrical systems such as flap/slab mixer assemblies, aircraft gear box and couplings, throttle assemblies, fuel vent valves, time/adjust actuator jack shafts, and other equipment of similar operational features.
4. Ensures availability and use of applicable technical data.
5. Enforces the tool control, housekeeping, and safety programs.
6. Conducts a strong FOD prevention program.
7. Ensures completion of required maintenance documentation both manual and automated.
8. Performs inspections and maintains records of shop equipment.
9. Maintains adequate bench stock.
10. Assists and instructs less skilled personnel in correct maintenance procedures.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the inspection, repair, and testing of the environmental system components of T-37/T-38 aircraft and associated engines is required. A working knowledge of the U.S. Air Force supply system is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses in the environmental system field is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of four years of experience in the environmental systems repair field is required.

Special Conditions

Good communication skills and leadership ability are required.

SENIOR MACHINIST

CLASSIFICATION SUMMARY

Performs shop tasks, and directs the activities of Metal Processing shop personnel; ensuring the highest quality aircraft maintenance performance and safety. Provides on-the-job leadership and training for shop personnel. Coordinates with the manager and supervisors to carry out assigned duties in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- A. Plans and coordinates the shop work load and the dispatching of personnel, as required.
- B. Plans and coordinates shop material requirements, and maintains shop equipment.
- C. Enforces the tool control, FOD prevention, safety, and housekeeping programs.
- D. Performs on-the-job training tasks, as required.
- E. Repairs/fabricates parts for aircraft, engines, and support equipment.
- F. Ensures completion of maintenance data forms both manual and automated.

CLASSIFICATION QUALIFICATIONS.

Knowledge

A thorough, working knowledge of shop practices in machine shop operations is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of five years of experience in machine shop activities is required.

Special Conditions

Leadership ability and good communication skills are required.

SENIOR PNEUDRAULIC/BRAKE/TIRE SPECIALIST

CLASSIFICATION SUMMARY

Performs overhauling, repairing, and testing of aircraft pneudraulic system components and test equipment; providing highest quality technical expertise. Provides technical guidance for assigned shop personnel.

DUTIES AND RESPONSIBILITIES

1. Uses schematic diagrams, drawing, charts, and applicable technical data to isolate system malfunctions.
2. Inspects, repairs, tests, and adjusts actuating cylinders, pumps, valves, and related items.
3. Constructs hose assemblies, tubing, and cables.
4. Assists and instructs less skilled personnel in use of the correct maintenance procedures.
5. Enforces compliance with requirements of the FOD prevention, tool control, safety, and housekeeping programs.
6. Maintain common hand tools and special tools IAW applicable directives.
7. Operates and maintains shop equipment.
8. Completes maintenance documentation both manual and automated.
9. In the absence of the lead, performs the duties of the lead person, as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

An excellent working knowledge of aircraft pneudraulic system components and applicable technical data is required.

Knowledge and skill in the use of special tools and test support equipment are required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to interpret technical data is required.

Experience

A minimum of four years of experience in aircraft pneudraulic repairs is required.

Special Conditions

Good communication skills and leadership ability is required.

SENIOR REPAIR CYCLE MONITOR

CLASSIFICATION SUMMARY

Coordinates supply actions with maintenance section personnel, and assists in resolving repairable item processing and supply support problems. Processes requests for parts, and ensures that all supply assets in the repair cycle are returned in a timely manner. Verifies and monitors the use of priority designators. Directs and assists in the training of assigned employees.

DUTIES AND RESPONSIBILITIES

- A. Coordinates logistics activities with the Maintenance Operations Center.
- B. Ensures that repair cycle monitors and tool controllers perform their duties in accordance with company and U.S. Air Force procedures/directives.
- C. Assists in resolving problems in repairable items processing and supply support.
- D. Coordinates the local fabrication of approved items.
- E. Ensures the RCM functions are complied with in accordance with AETCI 21-101.
- F. Maintains and incorporates revisions to publication files, as required, and monitors the publication maintenance activities of subordinate personnel.
- G. Gather IREP data on a monthly basis.
- H. Expeditiously moves all repaired, NRTS, or condemned assets in the repair cycle to the next work center or RCSS.
- I. Receives and schedules all local manufactured assets through CAMS system.
- J. Identifies cross-cannibalization of repairable asset..
- K. Ensures repairable asset documentation is complete and assets are properly tagged and secured in their reusable containers, if applicable, before turn-in to RCSS.
- L. Monitors the management of DIFM asset processing through the repair cycle, and is the focal point for rectifying DIFM problems with RCSS.
- M. Checks vehicles daily, executing operator's checklist to ensure safe, secure, and timely delivery of parts.
- N. Ensures aircraft generators and hydraulic pumps are in protective boxes or container before they are moved.
- O. Marks and maintains tools, as required.
- P. Controls and secures a minimum amount of replacement tools within the work areas.
- Q. Ensures items due in from maintenance are processed within the time periods allotted.
- R. Assists the RCSS and work center on the semiannual supply point reconciliation as required.
- S. Processes and reconciles supply listing, as required.
- T. Reviews and analyzes CAMS and SBSS repair cycle data products and monitors asset repair cycle time through RCAMS.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of the regulation, technical orders, and manuals governing material control operation is required.

Education

Completion of high school or equivalent is required. However, the ability to read and write, and to comprehend technical manuals and instructions is required.

Experience

Experience in a material control activity or equivalent is required.

Special Conditions

Effective communication skills and leadership ability is required.

SENIOR SCHEDULER, AIRCRAFT/ENGINE

CLASSIFICATION SUMMARY

Ensures that plans and schedules are prepared for the maintenance of assigned aircraft, engines, and equipment. Guides and assists other aircraft/engine scheduler personnel, as required.

DUTIES AND RESPONSIBILITIES

- A. Ensures the compilation of data needed for preparation of the weekly flying schedules and weekly and monthly maintenance plans. Manages production and distribution of plans and schedules.
- B. Ensures that all required inspection, corrosion control, and periodic maintenance requirements are forecast and scheduled in a timely manner.
- C. Ensures forecasting methods include planning for a smooth dock flow. Coordinates the establishment of dock requirements.
- D. Reviews the status of aircraft/engine TCTO compliance and kit requirements to ensure timely compliance and efficient use of resources.
- E. Monitors weapons system dock flow, overall flow time, and scheduling effectiveness.
- F. Annotates and distributes Core Automated Maintenance System (CAMS) products, as required. Ensures that the CAMS is properly updated.
- G. Provides appropriate data for CEMS product and reporting requirements to the base engine manager.
- H. Coordinates the shipping and receiving of engines with the base engine manager.
- I. Ensures that a viable aircraft and equipment control schedules are maintained.
- J. Ensures that the weekly predock meeting is conducted, in accordance with appropriate directives, and attends the daily planning meetings.
- K. In the absence of the scheduling/documentation lead person, performs the duties of the lead person, as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

a thorough knowledge of procedures for control and scheduling of aircraft, engines, and AGE is required. A working knowledge of the CAMS is required.

Education

Completion of high school or the equivalent and the ability to read and write and interpret technical data is required.

Experience

A minimum of three years of aircraft/engine experience which entails the scheduling of all phases of maintenance is required.

Special Conditions

Leadership ability and good communication skills are required. The ability to provide comprehensive interpretation of technical data and to implement technical directives is also required.

SENIOR SHEETMETAL SPECIALIST

CLASSIFICATION SUMMARY

Performs sheet metal repair and maintenance of assigned aircraft, engines, and support equipment; providing highest quality technical expertise in the operation, repair and safety of equipment. Performs tasks with minimum supervision. Coordinates activities with the structural repair lead person.

DUTIES AND RESPONSIBILITIES

1. Uses maintenance instructions and technical data in the inspection, maintenance, and repair of assigned aircraft and associated equipment.
2. Uses drawings and blueprints to enable repairs of assigned equipment.
3. Completes maintenance data forms both manual and automated.
4. Detects and treats corrosion.
5. Orders materials and supplies, as required.
6. Assists and instructs less skilled personnel in use of the correct maintenance procedures.
7. In the absence of the lead, performs the duties of the lead person, as required.
8. Operates portable fire-fighting equipment.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of aircraft structural repair procedures and working knowledge of U. S. Air Force maintenance instructions and other applicable technical data is required. Knowledge and skill in the use of special tools and of the requirements for maintaining specific systems used in job performance is required. A basic knowledge of the metals, fasteners, etc.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to provide interpretation of technical data is required.

Experience

A minimum of five years of aircraft structural repair experience is required.

Special Conditions

Good communication skills and leadership ability are required

SENIOR WELDER, AIRCRAFT

CLASSIFICATION SUMMARY

In addition to performing tasks, directs, instructs, and certifies welders in all aspects of the occupational field to provide the highest quality product to support mission requirements.

DUTIES AND RESPONSIBILITIES

- A. Instructs and certifies all welding personnel in the repair of T-37 and T-38 aircraft and associated engine components; e.g., in arc welding, soldering, heat treating, and plating (cadmium and chromium) procedures.
- B. Inspects and repairs all items needed to support mission requirements.
- C. Interprets all technical data necessary to perform assigned tasks.
- D. Enters required data on maintenance forms.
- E. Assists other work center personnel, as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of the use of schematic diagrams, charts, and drawings necessary to effect weld repairs and inspections is required. A working knowledge of the applicable technical publications is required.

Education

Completion of high school or the equivalent, and certification in accordance with Technical Order 00-25-252 requirements for Level II, groups 1 through 5 and 7, are required.

Experience

Two years of experience as a certified aircraft/engine welder is required.

Special conditions

The ability to instruct and supervise assigned personnel is required. The willingness to work an irregular work schedule, including nights, weekends/holidays, is required.

SR WORKLOAD CONTROL SPECIALIST

CLASSIFICATION SUMMARY

Monitors the dispatch, control, and follow-up all maintenance on aircraft and equipment. Makes necessary changes to priorities in work in progress to prevent delays or deviations in plans, briefs controllers on unusual requirements. Monitors and controls the movement of aircraft and equipment. Assists lead person in the preparation of emergency plans.

DUTIES AND RESPONSIBILITIES

1. Monitors aircraft status (including transients) as well as the status of schedules and unscheduled maintenance requirements.
2. Evaluates maintenance requirements and takes timely action to identify problems.
3. Ensures specialist dispatch is closely monitored.
4. Enforces radio discipline.
5. Disseminates and transmits information to affected work center functions concerning changes in maintenance plans, schedules, and/or priorities.
6. Coordinates and monitors the physical movement of aircraft and coordinates maintenance schedules, actions, and priority changes.
7. dispatches and maintains the status of specialist and team availability and advises FMAs when availability is insufficient to meet production requirements.
8. Monitors aircraft that require major unscheduled maintenance, are transferred to the Aero repair (AR) maintenance function, or are undergoing scheduled maintenance.
9. Monitors and maintains the status of aircraft in recovery and PE inspection maintenance.
10. Ensures all applicable automated system are updated in a timely manner with accurate information.
11. Maintains AGE and refueling vehicle status as required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the organization of the maintenance complex, the maintenance management system, the responsibilities of each support organization and its capabilities, the Core Automated Maintenance System (CAMS).

Education

Completion of high school or equivalent, the ability to read, write, and interpret publications and directions is required.

Experience

As a minimum, individual must have worked as a workload control specialist for a minimum of two (2) years.

Special conditions

The ability to communicate effectively, both orally and in writing, is required.

SENIOR TRAINING SPECIALIST

CLASSIFICATION SUMMARY

Coordinates and/or provides maintenance training to ensure training requirements are documented and met in a timely manner.
Provides necessary CAMS products and entry as required by directives.

DUTIES AND RESPONSIBILITIES

- A. Plans, coordinates, and provides the Master training Plan (MTP).
- B. Enters, maintains, and distributes CAMS Training Products.
- C. Operates and maintains classroom facilities and training equipment.
- D. conducts classroom orientation/familiarization training in classroom or work areas for employees and provides instructor for special training qualifications and/or certification procedures as required.
- E. Provides monthly training schedules and reports.
- F. Inspects and reviews training records, as required.
- G. Develops and/or assist in the development of training plans and tests.
- H. Assist in development of CUT Program as required.
- I. Maintains records and files as required.
- J. Monitors, maintains, and administers the hearing conservation program.
- K. Monitors and maintains records for the special physical program.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of training and CAMS training maintenance procedures is required.

Education

Completion of high school or equivalent, completion of specialized courses in training and instruction, the ability to read, write, and to provide oral and written instructions is required.

Experience

A minimum of five years experience as an AF Training Specialist/Instructor is required.

Special Conditions

Good communication skills and leadership abilities are required.

SHEETMETAL SPECIALIST

CLASSIFICATION SUMMARY

Performs sheet metal repairs and maintenance of assigned aircraft, engines, and support equipment under technical guidance and supervision. Coordinates maintenance activities with senior sheetmetal personnel as required.

DUTIES AND RESPONSIBILITIES

- a. Performs structural repairs on aircraft, engine and support equipment.
- b. Inspects, maintains, and repairs assigned equipment.
- c. Under supervision, performs structural repairs of assigned equipment.
- d. Enters required data on maintenance forms.
- e. Maintains hand tools in an orderly condition.
- f. Assists senior work center personnel, as required.
- g. Operates portable fire-fighting equipment.
- h. Detect and treats corrosion.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of aircraft structural repair procedures and drawings, blueprints, U.S. Air Force maintenance instructions, and other applicable technical data is required.

Education

Completion of high school or equivalent is required. Completion of specialized courses is desired. The ability to read and write, and to comprehend technical data is required.

Experience

A minimum of two years of experience in aircraft structural repair or completion of specialized courses in aircraft structural repair, as required.

SURVIVAL EQUIPMENT SPECIALIST

CLASSIFICATION SUMMARY

Performs maintenance on Survival Equipment system inspection, repair, repack of parachutes/life preservers, and other related equipment under technical guidance and supervision. Coordinates maintenance activities with senior survival equipment personnel, as required. Performs shop tasks, and directs activities in the Fabric Shop; ensuring highest quality performance and safety. Provides on-the-job training and leadership for shop personnel. Coordinates with the section supervisor to carry out duties in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- A. Directs others in, makes repairs to, and alterations of personnel flight clothing.
- B. Within capabilities, performs inspection, repair and repack of various survival equipment items, i.e. personnel parachutes, T-38 drogue chutes, deceleration parachutes, and life preservers.
- C. Within capabilities, performs inspection and repair of parasails and tow ropes.
- D. Within capabilities, performs/assists in performing system troubleshooting tasks.
- E. Uses schematic diagrams, drawings, and patterns to construct fabric coverings and related items for use on aircraft.
- F. Performs/assists sewing machine maintenance/calibration of equipment with supervision.
- G. Conducts tests of harnesses after cleaning/repair.
- H. Maintains bench stock and other materials for use in day-to-day operations.
- I. Enforces good housekeeping, safety, and tool control practices.
- J. Ensures proper use of shears, scissors, grommet tools, awls, and layout tools.
- K. Ensures that the construction repairs of wing covers, canopy covers, seat cushion covers, equipment covers, aircraft upholstery, and chart bags is completed in a timely manner.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of the repair of survival equipment systems and the use of schematic diagrams, charts, and drawing is required. Knowledge of applicable technical orders, related publications, and safety regulations is required. A working knowledge of commercial fabrics and fabric tool use is desired.

Education

Completion of high school or equivalent is required. The ability to read and write and to interpret schematic diagrams, drawings, and patterns is required. Completion of FAB/Parachute specialized course is required.

Experience

A minimum of Two years of experience as a fabric worker associated with the U.S. Air Force is required. A minimum of two years experience in survival equipment systems maintenance is required.

Special Conditions

Good communications skills and the ability to work with U.S. Air Force personnel on a daily basis is required.

TECHNICAL CLERK

CLASSIFICATION SUMMARY

Maintains the division Technical Order Distribution Office library. Provides technical publications to maintenance personnel as necessary to provide support for T-37/T-38 aircraft, parachute, trainers, transient maintenance, and associated equipment. Maintains aircraft/engine records, in accordance with applicable technical orders and directives, master file and associated records to provide accurate aircraft/engine inventory, configuration, and scheduled maintenance data. Coordinated administrative activities with senior work center personnel.

DUTIES AND RESPONSIBILITIES

1. Maintains an up-to-date technical library in accordance with applicable directives, as spelled out in current contract.
2. Orders, receives, distributes, and files technical publication.
3. Establishes and maintains a current reference deck of inspection work cards, code manuals, and maintenance checklists for assigned equipment (system may be automated).
4. Provides technical publications assistance, training, and other services for personnel of all sub-accounts as requested.
5. Inspects all sub-account data, on a continuing basis, for accuracy and validity.
6. Assists Quality Support personnel in reviewing all TCTOs received.
7. Orders, receives, and distributes aircraft and system decals.
8. Corresponds with prime Air Logistics center personnel on technical order distribution problems; either by telephone or by written communications.
9. Maintains maintenance-related files of correspondence, directives, and records within Quality Support.
10. Maintains and transcribes required aircraft/engine data to AFTO Form 95 from source documents as required.
11. Assists with preparation of the monthly and weekly maintenance plans as required.
12. Assists scheduling personnel as required.
13. Posts and maintains required data for TCTO compliance, status of aircraft, engines, and associated equipment.
14. Coordinates with material Control Section personnel on all time change requirements.
15. Prepares records for the removal and installation of engines.
16. Inputs data to the Core Automated Maintenance System (CAMS).
17. Forecasts requirement to aircraft/engine scheduler personnel for inclusion in the Weekly Maintenance Plan.
18. Forecast time change item requirements.
19. Prepares scheduled inspection packages; forwards the packages to aircraft/engine scheduler personnel.
20. Updates historical records.

CLASSIFICATION QUALIFICATIONS

Knowledge

A working knowledge of applicable U.S. Air Force technical orders and the CAMS is required. Familiarity with the preparation of aircraft forms and reports is desired. A working knowledge of the use of office equipment necessary to perform job duties is required (Microfiche, Computer).

Education

Completion of high school or the equivalent is required. Completion of specialized courses is desired. The ability to read and write and to apply technical instructions is required.

Experience

General clerical experience is required. Two years of experience in maintaining military aircraft/engine records is desired. One year of experience in filing and distribution of technical orders is desired.

Special Conditions

Accurate typing ability is required. The willingness to observe an irregular work schedule, if necessary, including nights, weekends and holidays, is required. The concise communication skills necessary to coordinate with base TODO, AETC, and various air logistics center personnel on technical publication requirements is essential.

TOW CREW

CLASSIFICATION SUMMARY

Perform duties associated with the towing of aircraft to include supervisory, tow vehicle operator, brake rider and wing walker.

DUTIES AND RESPONSIBILITIES

1. As a supervisor, will be in complete command and will take a position that will ensure surveillance of the towing procedures and performances of other team members.
2. As a supervisor, use a checklist covering all items pertaining to the safe movement of the type aircraft being handled. Brief towing personnel prior to aircraft movement and ensures all applicable steps of checklist are completed to ensure safe movement of aircraft.
3. When tail and wing walkers are not required, nose walker/supervisor may ride in cab of tow vehicle where they can observe the path to be traversed and direct actions to tow vehicle operator and brake rider.
4. Performs daily maintenance and inspection of tow vehicles. Maintain tools and equipment with applicable directives.
5. Tows aircraft as directed. As a tow vehicle operator, performs the duties of tow team supervisor in accordance with the requirement of AETC 21-101 and other applicable directives.
6. Maintains the towing sequence chart and completes necessary maintenance documentation.
7. Conducts radio communications over the maintenance network.
8. Installs and removes stiff knee on T-37 aircraft.
9. Moors and installs aircraft intake exhaust covers in accordance with applicable directives when required.

CLASSIFICATION QUALIFICATIONS

Knowledge

A basic knowledge of the rules and regulations governing the movement of aircraft is required. A basic knowledge of aircraft brakes systems is required.

Education

Completion of High School or equivalent and the ability to read and write, and to comprehend technical data is required.

Experience

No experience requirements have been established.

Special Conditions

Possession of a valid driver's license is necessary to obtain flight line driving privileges.

VEHICLE OPERATOR

CLASSIFICATION SUMMARY

Performs daily inspections of company vehicles to ensure that they are free of mechanical defects. Operates automobiles, light trucks, 1 ½ ton trucks, and passenger buses in support of section operations.

DUTIES AND RESPONSIBILITIES

- A. Performs daily maintenance and inspections of vehicles, using AF Form 1800 as a guide; reports discrepancies to vehicle mechanics.
- B. Maintains vehicles in operational condition.
- C. Observes driving, fire prevention, and safety precaution at all times.
- D. Provides timely aircrew flight line taxi service.
- E. Reviews safety directives at least monthly, to remain knowledgeable.
- F. Maintains work areas in neat and orderly condition, and keeps vehicles clean and waxed.

CLASSIFICATION QUALIFICATION

Knowledge

A working knowledge of all aspects of vehicle care and maintenance is required. Knowledge of the safety precautions to be observed while operating vehicles on the flight line is required.

Education

Completion of high school or the equivalent and the ability to read and write is required.

Special Conditions

Must have a current drivers license and to be able to obtain a flight line driver certification.

WELDER, AIRCRAFT/ENGINE

CLASSIFICATION SUMMARY

Provides welding and plating support for assigned aircraft, engines, and support equipment. Performs assigned tasks under minimum supervision.

DUTIES AND RESPONSIBILITIES

- a. Welds, solders, heat-treats, and plates aircraft, engine and support equipment as required.
- b. Interprets the technical data used in performing assigned tasks.
- c. Fabricates parts, stands, fixtures, and equipment as required.
- d. Observes requirements of the tool control, FOD prevention, housekeeping, and safety programs at all times.
- e. Enters required data on maintenance forms both manual and automated.
- f. Assists other work center personnel as required.

Knowledge

A working knowledge of the schematic diagrams, charts, drawings, and technical data used in making aircraft and engine repairs and conducting inspections of aircraft and engines is required.

Education

Completion of high school or the equivalent, and completion of technical courses or on-the-job training in all aspects of welding is required. The ability to read and write and to interpret technical data is required.

Experience

Experience in aircraft heliarc welding is required.

Special Conditions

The capability to meet the certification requirements of T.O. 00-25-252 is required.

WORKLOAD CONTROL SPECIALIST

CLASSIFICATION SUMMARY

Dispatches, controls, and follows up all maintenance on aircraft and equipment. Make necessary changes to priorities on work in progress to prevent delays or deviations in plans. Monitors and controls the movement of aircraft and equipment. Maintains close and constant radio net contact with the flight line and vehicles dispatching specialist. Maintains control and status boards and keeps accurate internal records as required.

DUTIES AND RESPONSIBILITIES

- A. Monitors and posts aircraft status as well as the status of scheduled and unscheduled maintenance requirements.
- B. Evaluates maintenance requirements and take timely action to identify problems.
- C. Ensures specialist dispatch is closely monitored.
- D. Enforces radio discipline.
- E. Disseminates and transmits information to affected work center functions concerning changes in maintenance plans, schedules, and/or priorities.
- F. Coordinates and monitors the physical movement of aircraft and coordinates maintenance schedules, actions, and priority changes.
- G. Dispatches and maintains the status of specialist and team availability and advises FMB when availability is insufficient to meet production requirements.
- H. Monitors aircraft that require major unscheduled maintenance, are transferred to the aero repair (AR) maintenance function, or are undergoing scheduled maintenance.
- I. Monitors and maintains the status of aircraft in recovery of PE inspection and maintenance.
- J. Ensures all applicable automated systems are updated in a timely manner with accurate information.
- K. Maintains AGE and refueling vehicle status as required.
- L. Accurately documents deviations to the flying schedule and coordinates with the Training Operations Center (TOC) on delays or equipment changes.

CLASSIFICATION QUALIFICATIONS

Knowledge

A thorough knowledge of the organization of the maintenance complex, the maintenance management system, the responsibilities of each support organization and its capabilities, the Core Automated Maintenance System (CAMS) and AFI 21-103.

Education

Completion of high school or equivalent, the ability to read, write, and interpret publications and directions is required.

Experience

As a minimum, individual must have experience in a maintenance operations center.

Special Conditions

The ability to communicate effectively, both orally and in writing is required.